UNFCCC Online Registration System

Parties and Observer States User Manual

Release 1.3.4
April 2011

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1 Overview

1.1 What the System does for you

The UNFCCC Online Registration System facilitates communication between the National Focal Points of Parties / Observer States and the UNFCCC secretariat, with the aim of enhancing the efficiency of the nomination process for UNFCCC sessions.

As a National Focal Point, your primary objective when using the UNFCCC Online Registration System is to obtain a “Nomination Acknowledgement” document for each individual you wish to nominate for a UNFCCC session as part of your delegation.

Each of your participants should bring their Nomination Acknowledgement document to the session to collect their badge and enter the venue. This will make the registration of your participants at the venue much faster.

Until you have downloaded these documents and provided them to your participants, you have NOT finished the nomination process!

1.2 What you do with the System

The UNFCCC Online Registration System permits a National Focal Point (NFP) to:

- Create a login account for the System, using the email address officially registered with the UNFCCC secretariat;
- Create a login account for their representative, so use of the System can be delegated if desired;
- Nominate individuals to participate in UNFCCC sessions;
- Replace nominated participants up to shortly before a session commences;
- Confirm the participation of nominated participants and download a “Nomination Acknowledgment” document for each confirmed and registered participant. The participant should present this document upon arrival at the session.

1.3 What the System does NOT do for you

- The System does NOT communicate directly with participants. This remains the responsibility of the National Focal Point.

2 Pre-requisites for using the System

2.1 National Focal Point contact details

Before a National Focal Point can use the System, the National Focal Point's contact details must be up to date with the UNFCCC secretariat, specifically the name and email address registered with UNFCCC.

Existing processes must be used to update these contact details (i.e. a letter from the ministry or note verbale). Should a change be necessary the updates will flow through to the Online Registration System within several working days after your request is received.

Please ensure you have gained access to the system well in advance of any deadlines! Failure to provide the secretariat with your up-to-date contact details in a timely fashion may delay your access to the system.

2.2 Participant details required

To make the data entry process as easy and as fast as possible, you may wish to collect some information before nominating an individual for a session. The following details are *required* to *nominate* an individual:

- Salutation
- First Name
- Last Name

Before the nominee can be *confirmed* (hence before they can *attend*) the following further details *must* be provided:

- Country of Nationality
- Date of Birth
- Official Identification Document Number
- Email Address
- Order in List of Participants

2.3 Supported Software Configurations

2.3.1 Recommended Web Browser

The system has been tested with the following web browsers:

- Mozilla Firefox 3.0.3
- Internet Explorer 7.0

Other browser versions and types may also work however if you have problems please try one of the browsers listed above. Mozilla Firefox can be downloaded free of charge from http://www.mozilla.com/firefox

Javascript, SSL 3.0 and TLS 1.0 must be enabled.

2.3.2 Recommended Screen Resolution

The recommended screen resolution is 1280x1024. The system should still be usable at lower screen resolutions however it is recommended to use a higher resolution when possible.

2.3.3 Document Format

The System generates documents in Adobe PDF format and has been tested with Adobe Reader 9. Adobe Reader software can be downloaded free of charge from http://get.adobe.com/reader

3 Nomination process for Parties / Observer States

The table below summarizes the nomination process from the perspective of Parties and observer States. Note that the timeline is indicative only, and may change depending upon when sessions are notified.

Step	Indicative Timeline	Action(s)
1	Approximately two months prior to a session.	UNFCCC posts the official notification for an upcoming session at http://unfccc.int/parties_and_observers/notifications/items/3153.php The Online Registration System is opened for nominations for this session.
	…	National Focal Points nominate participants to participate in the session simply by adding them to their delegation using the Online Registration System.
	…	National Focal Points confirm nominations, one-by-one or all at the same time. UNFCCC processes the confirmation. National Focal Points download “Acknowledgement of Nomination” documents and provide them to the registered participants.
2	Registration for session open	Participants arrive at the session venue with their Acknowledgement of Nomination form and Official Photo ID.
	Shortly before the end of the session	Confirmations Close. National Focal Points may still download “Acknowledgement of Nomination” documents and provide them to the registered participants. No changes are possible after the confirmation deadline using the online system. If changes to your delegation are required after the deadline has passed please contact UNFCCC directly.

4 Guidelines for using the system effectively

Please help us to help you by observing the following guidelines:

- Please **complete your work well in advance of the confirmation deadline**, so that if there are technical issues there will be time to rectify the problem.
- **Once you confirm a nomination, it cannot be replaced or changed**. Please ensure you only confirm a nomination once you are sure that (a) the participant will attend, and (b) that you have correctly entered all of the participant's personal details.
- The system is likely to be very busy shortly before a session, therefore to make the experience as easy and fast as possible please **confirm as soon as you feel comfortable doing so** (taking note of the previous point).
- If you are sure one of your nominees will not attend, please remove the nomination.
- Please **ensure that the number of individuals you nominate is as accurate as possible**, to assist UNFCCC with planning and running the sessions.

5 Instructions

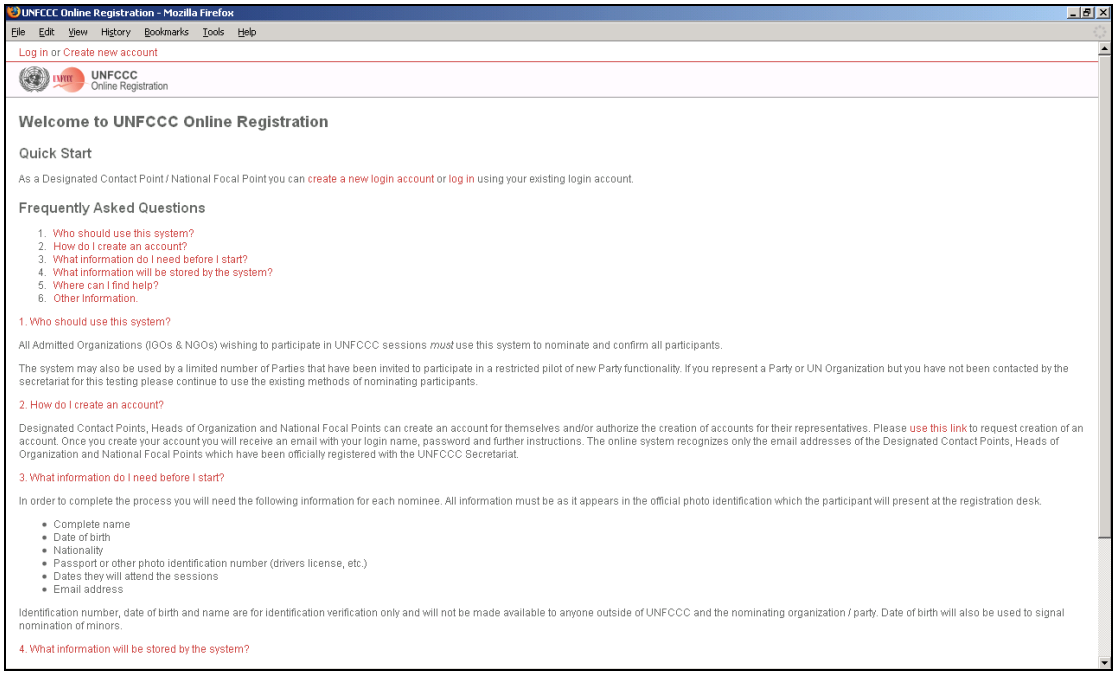
5.1 Accessing the system for the first time

5.1.1 Web address

https://onlinereg.unfccc.int/

5.1.2 Requesting a login

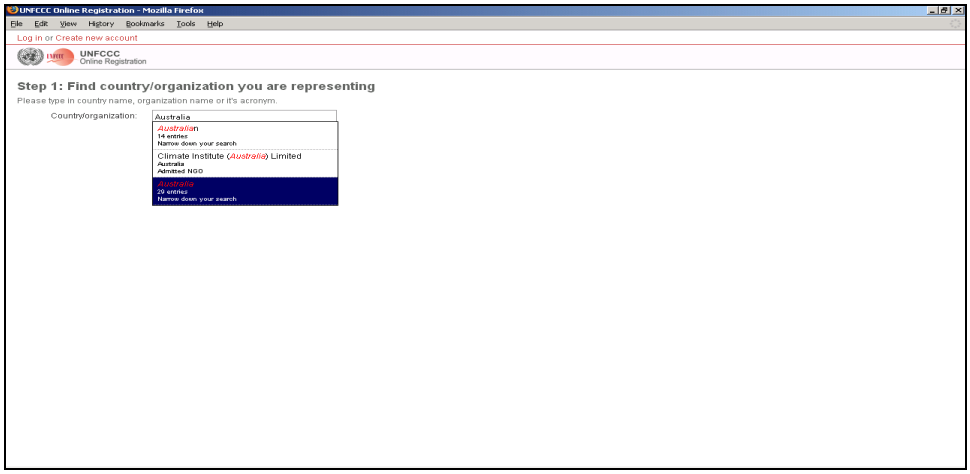
1. Click ‘create new account’, at the very top left of the screen.


UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Log in or Create new account
UNFCCC
Online Registration
Welcome to UNFCCC Online Registration
Quick Start
As a Designated Contact Point / National Focal Point you can create a new login account or log in using your existing login account.
Frequently Asked Questions
1. Who should use this system?
2. How do I create an account?
3. What information do I need before I start?
4. What information will be stored by the system?
5. Where can I find help?
6. Other Information.
1. Who should use this system?
All Admitted Organizations (IGOs & NGOs) wishing to participate in UNFCCC sessions must use this system to nominate and confirm all participants.
The system may also be used by a limited number of Parties that have been invited to participate in a restricted pilot of new Party functionality. If you represent a Party or UN Organization but you have not been contacted by the secretariat for this testing please continue to use the existing methods of nominating participants.
2. How do I create an account?
Designated Contact Points, Heads of Organization and National Focal Points can create an account for themselves and/or authorize the creation of accounts for their representatives. Please use this link to request creation of an account. Once you create your account you will receive an email with your login name, password and further instructions. The online system recognizes only the email addresses of the Designated Contact Points, Heads of Organization and National Focal Points which have been officially registered with the UNFCCC Secretariat.
3. What information do I need before I start?
In order to complete the process you will need the following information for each nominee. All information must be as it appears in the official photo identification which the participant will present at the registration desk.
Complete name
Date of birth
Nationality
Passport or other photo identification number (drivers license, etc.)
Dates they will attend the sessions
Email address
Identification number, date of birth and name are for identification verification only and will not be made available to anyone outside of UNFCCC and the nominating organization / party. Date of birth will also be used to signal nomination of minors.
4. What information will be stored by the system?

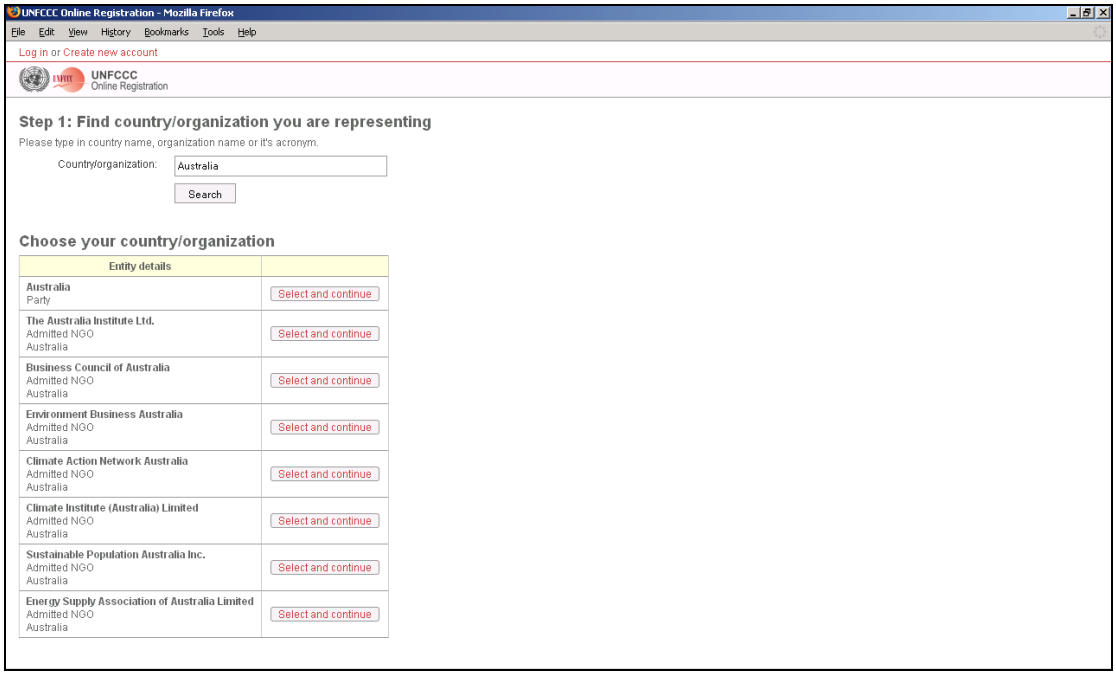
2. Enter the name of your country.

Note: “The system will make suggestions if you pause after typing a few characters”

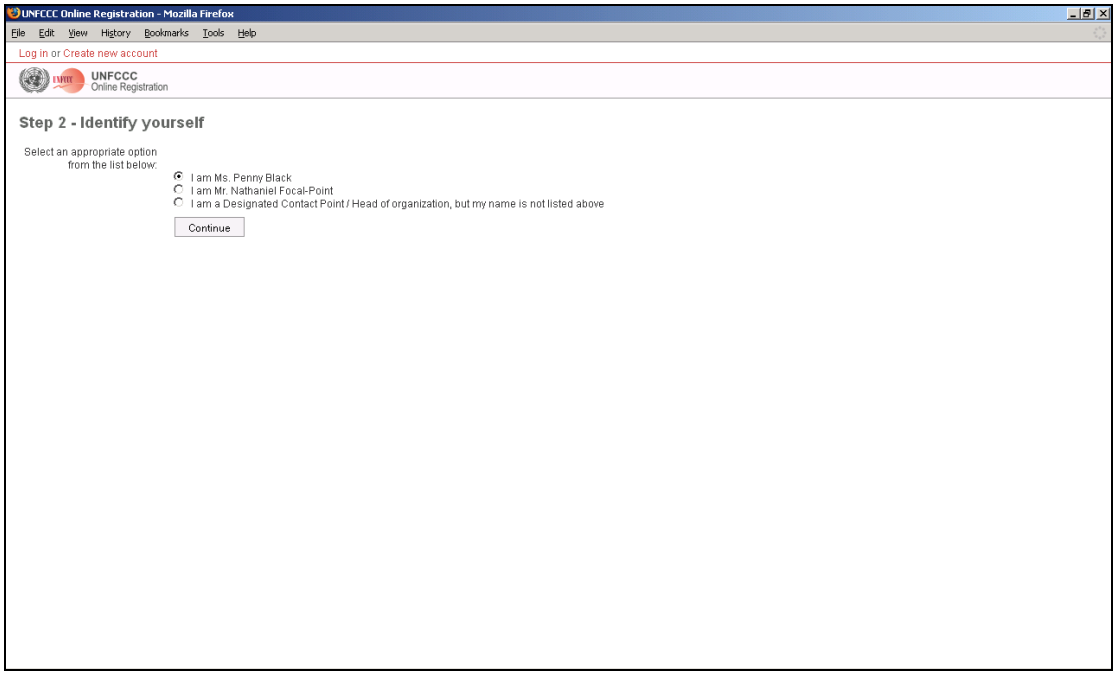
Click ‘search’ once you have entered your search criteria.



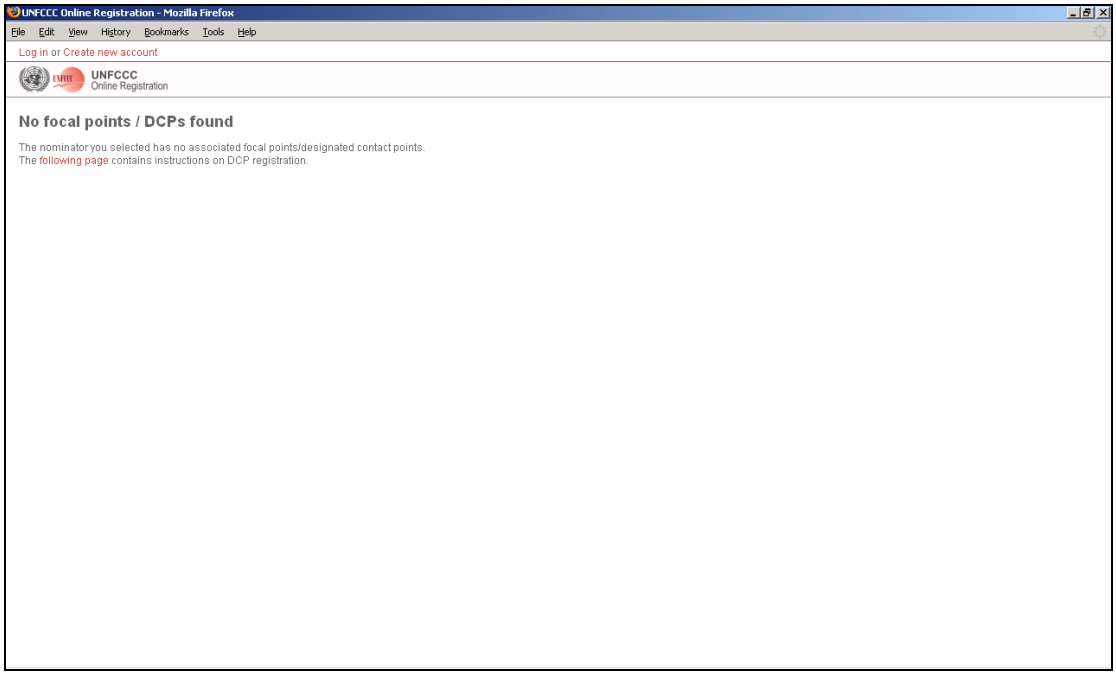
3. Confirm the country listed is correct and click on ‘Select and continue’. Note that there may be more than one organization or country listed with a similar name, so be sure you select the correct option.



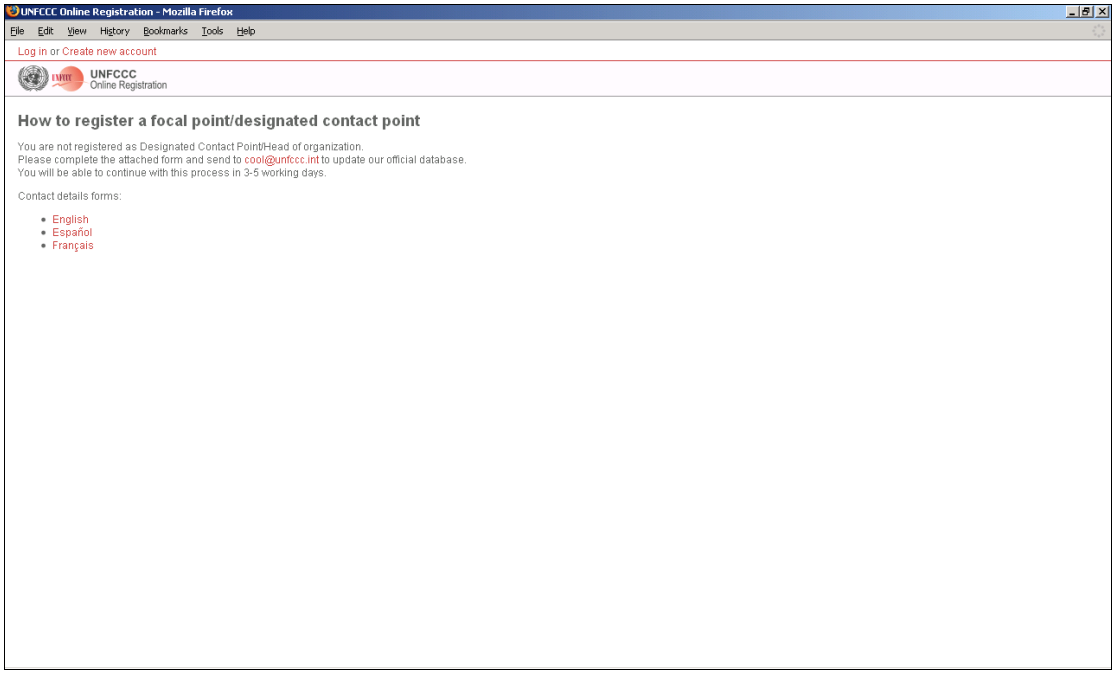
4. If your country has registered contact details with the secretariat, this next screen will give you two or three options. Select the option that best describes your situation.


UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Log in or Create new account
UNFCCC
Online Registration
Step 2 - Identify yourself
Select an appropriate option from the list below:
I am Ms. Penny Black
I am Mr. Nathaniel Focal-Point
I am a Designated Contact Point / Head of organization, but my name is not listed above
Continue

Note that if the secretariat has no contact details at all for your country you will see the screen below.

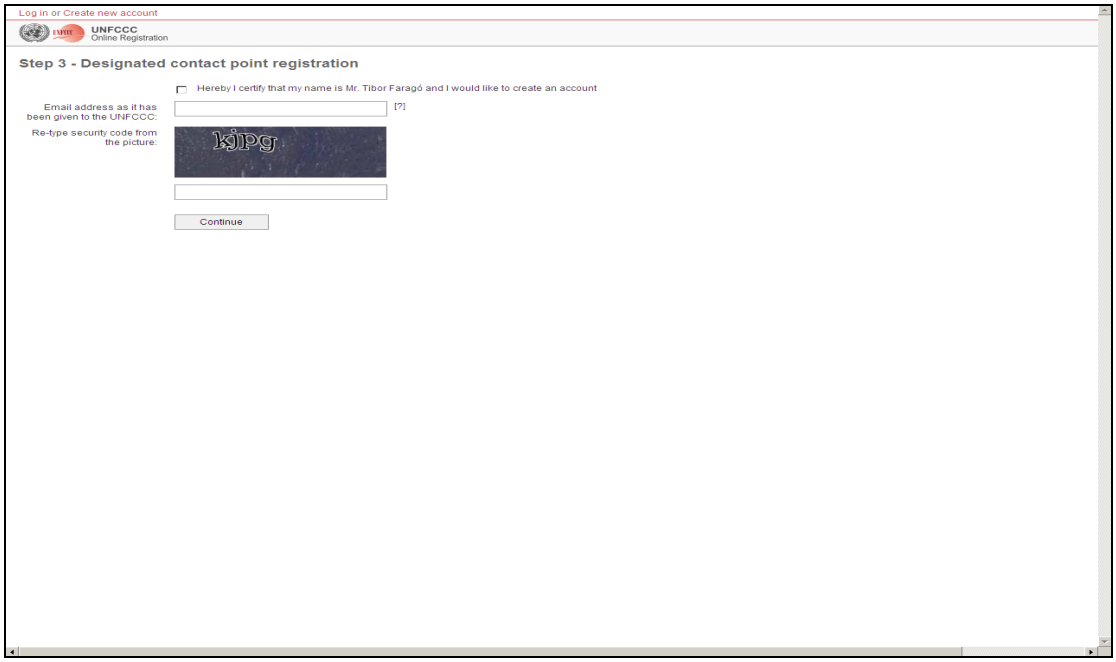

UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Log in or Create new account
UNFCCC
Online Registration
No focal points / DCPs found
The nominator you selected has no associated focal points/designated contact points.
The following page contains instructions on DCP registration.

If you are the National Focal Point and your name is not listed, you will be shown instructions for how to update your contact details with UNFCCC. It may take several working days for the update to flow through to the Online Registration System once your communication is received.


UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Log in or Create new account
UNFCCC
Online Registration
How to register a focal point/designated contact point
You are not registered as Designated Contact Point/Head of organization.
Please complete the attached form and send to cool@unfccc.int to update our official database.
You will be able to continue with this process in 3-5 working days.
Contact details forms:
English
Español
Français

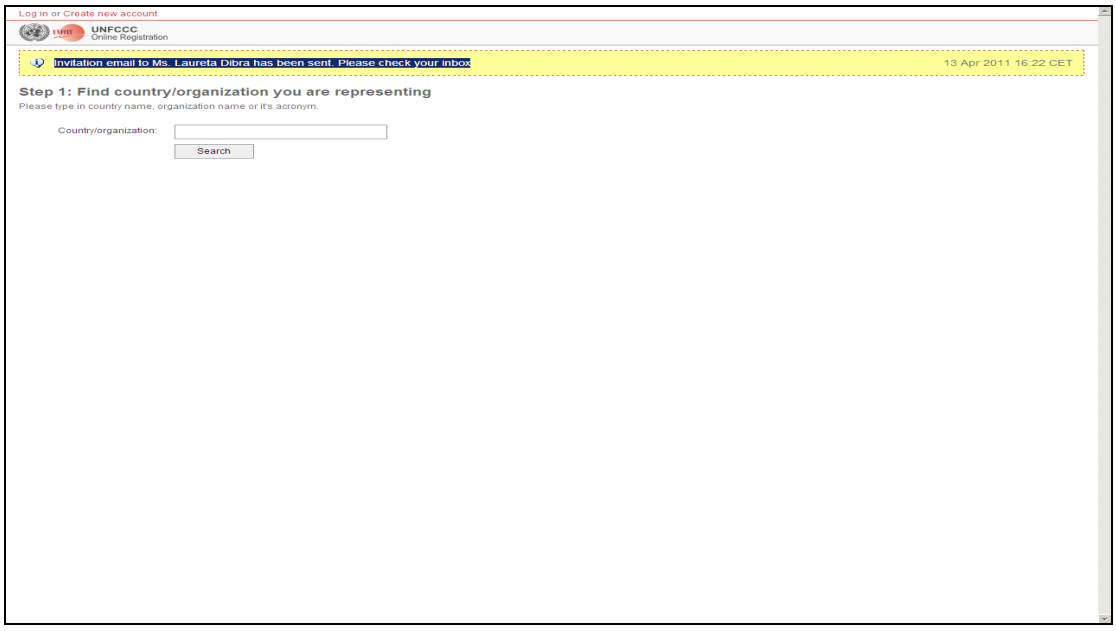
5. Confirm your identity by ticking the check box, enter your registered email address and retype the security code displayed on the screen and click “Continue”.

NOTE: The security code is designed to protect the system from some forms of malicious attack. If you cannot read the code that is displayed, simply refresh your browser and another code will be displayed.


Log in or Create new account
UNFCCC
Online Registration
Step 3 - Designated contact point registration
Hereby I certify that my name is Mr. Tibor Faragó and I would like to create an account
Email address as it has been given to the UNFCCC:
[?]
Re-type security code from the picture:
kjpg
Continue

The system will display a message “Invitation email has been sent, Please check your inbox”and return to the Find your country screen as shown below.

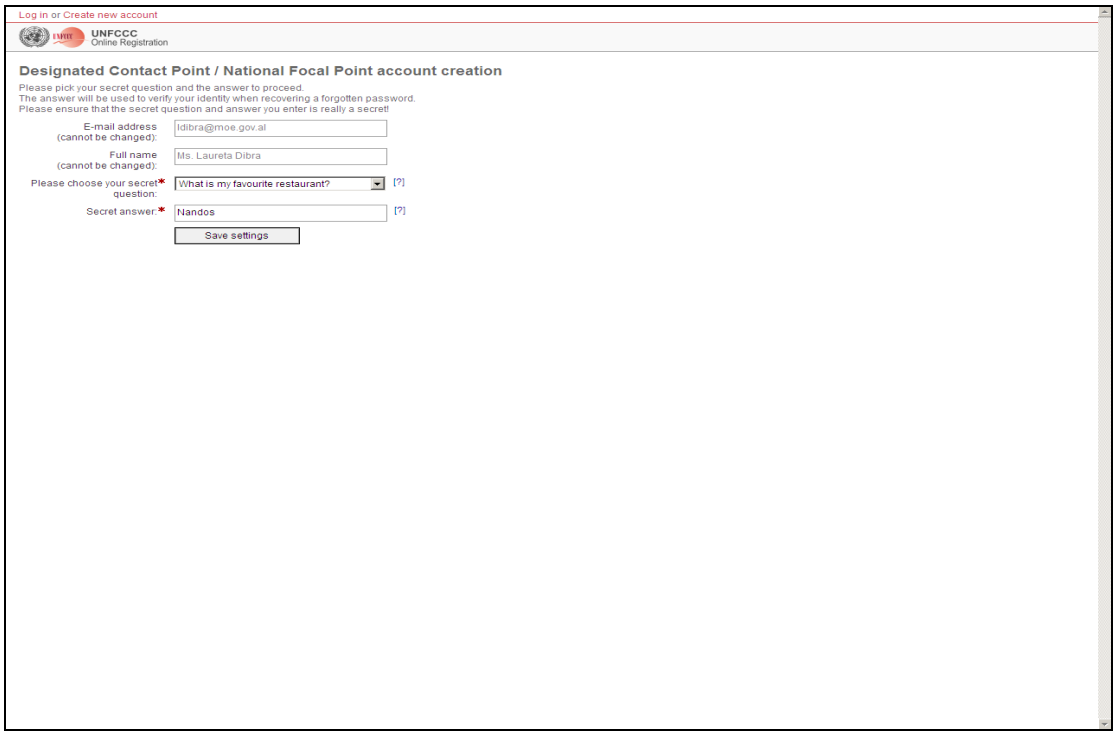
NOTE: To continue go to your email address and follow the instruction included in the email sent to you.


Log in or Create new account
UNFCCC
Online Registration
Invitation email to Ms. Laureta Dibra has been sent. Please check your inbox
13 Apr 2011 16:22 CET
Step 1: Find country/organization you are representing
Please type in country name, organization name or it's acronym.
Country/organization:
Search

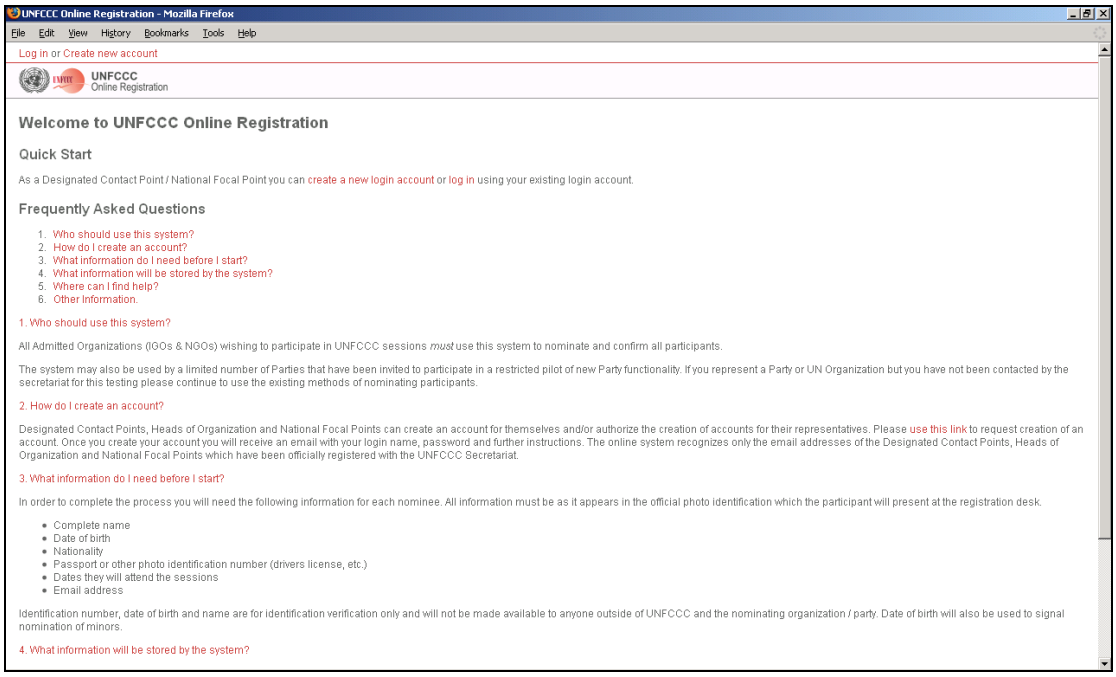
6. An email from UNFCCC online registration (onlinereg@unfccc.int) should soon arrive in your email account. This contains an activation link for you to continue with your registration. A sample letter is shown below:.

```
From:          UNFCCC Online Registration <onlinereg@unfccc.int>
To:            laurie@email.com
Date:          13.04.2011 16:15
Subject:       Invitation to open focal point account on the UNFCCC Online
               Registration System

Dear Ms. Penny Black,

You are receiving this notification because you are registered as Designated Contact
Point / National Focal Point of Australia in UNFCCC Online Registration System.

This is to inform you that somebody has requested creation of your account in the
UNFCCC Online Registration System.

If you have not requested account creation or you do not want to open an account,
simply ignore this email. There is no need to contact UNFCCC.

You can follow the link below to activate your account:

http://onlinereg.unfccc.int/applications/onlinereg/new_account/activation?r=bf5acc6391
3bf919d71705116655260f

This invitation will expire after 72 hours.

If you choose to accept this invitation, you will be given a login account for the
UNFCCC Online Registration System on behalf of Australia.

With compliments,
UNFCCC Registration team

This is an automated message. Please do not respond.
```

7. Click on the link contained in the email to continue with your registration. When you click on this link it will open a dialog screen shown below and ask you to answer your secret question. Enter the answer to your secret question and click on save settings.


Log in or Create new account
UNFCCC
Online Registration
Designated Contact Point / National Focal Point account creation
Please pick your secret question and the answer to proceed.
The answer will be used to verify your identity when recovering a forgotten password.
Please ensure that the secret question and answer you enter is really a secret!
E-mail address (cannot be changed):
ldibra@moe.gov.al
Full name (cannot be changed):
Ms. Laureta Dibra
Please choose your secret question:
What is my favourite restaurant?
[?]
Secret answer:
Nandos
[?]
Save settings

8. An email from UNFCCC online registration (onlinereg@unfccc.int) should soon arrive in your email account. This contains your login credentials. Go back to the website and click on ‘Log in’ in the upper left to continue


UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Log in or Create new account
UNFCCC
Online Registration
Welcome to UNFCCC Online Registration
Quick Start
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3. What information do I need before I start?
4. What information will be stored by the system?
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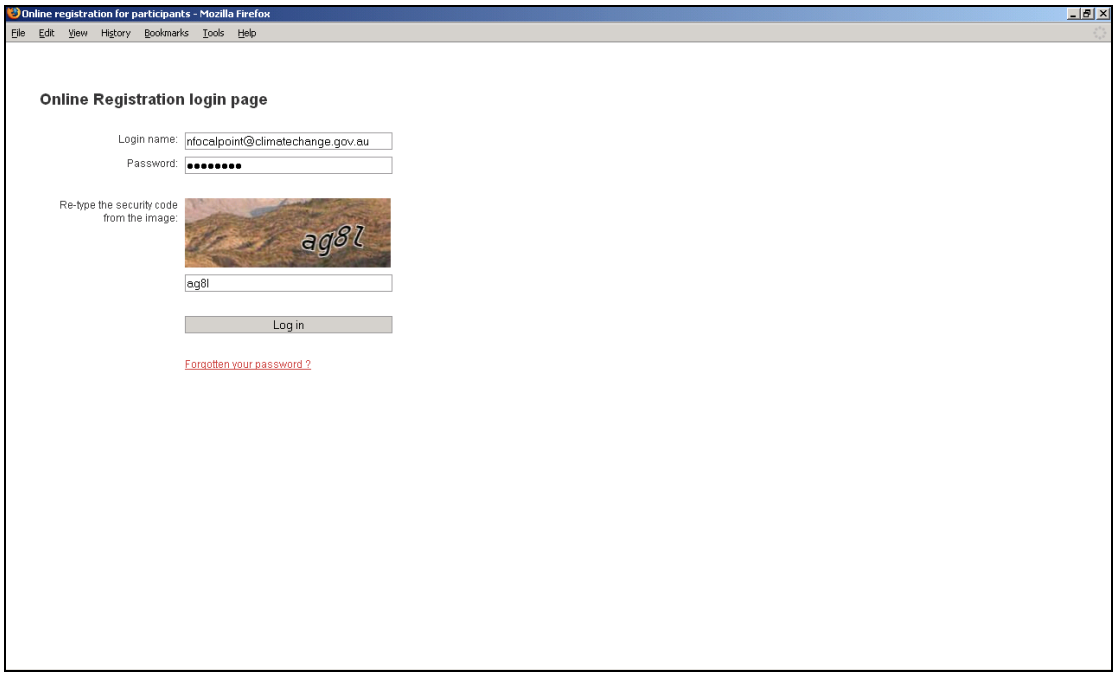
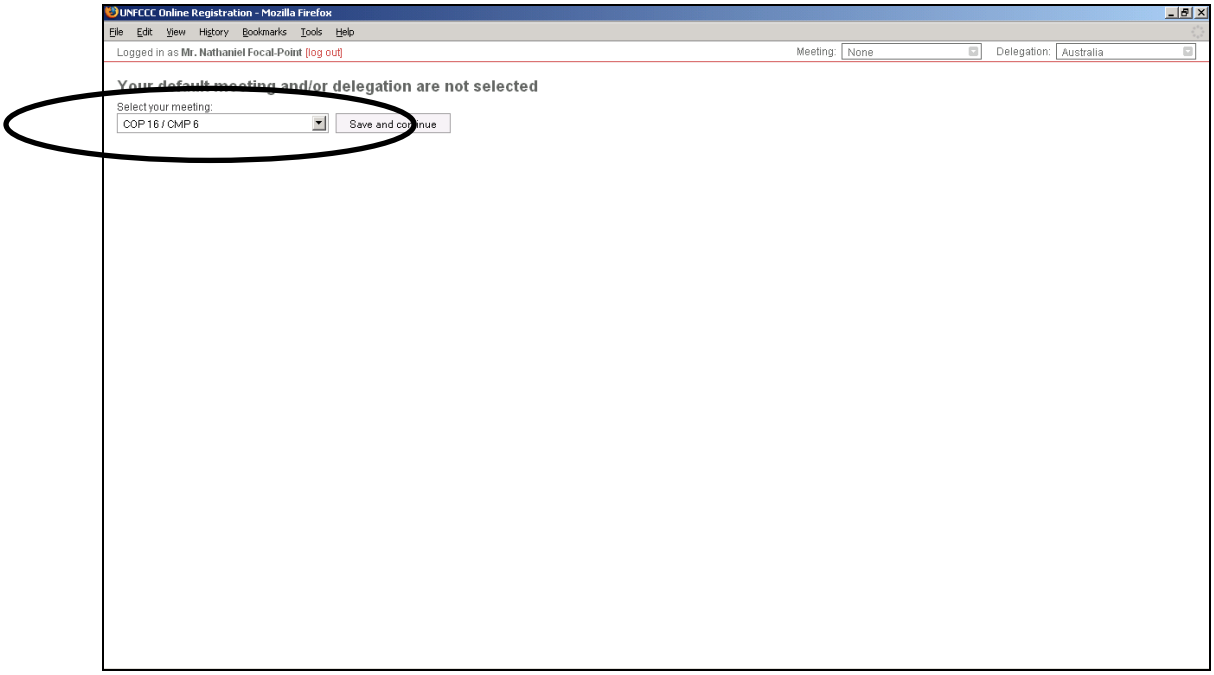
3. What information do I need before I start?
In order to complete the process you will need the following information for each nominee. All information must be as it appears in the official photo identification which the participant will present at the registration desk.
Complete name
Date of birth
Nationality
Passport or other photo identification number (drivers license, etc.)
Dates they will attend the sessions
Email address
Identification number, date of birth and name are for identification verification only and will not be made available to anyone outside of UNFCCC and the nominating organization / party. Date of birth will also be used to signal nomination of minors.
4. What information will be stored by the system?

9. Enter your Login name (this is actually your email address) and password from the email, retype the security code displayed on the screen, and click ‘Log in’.

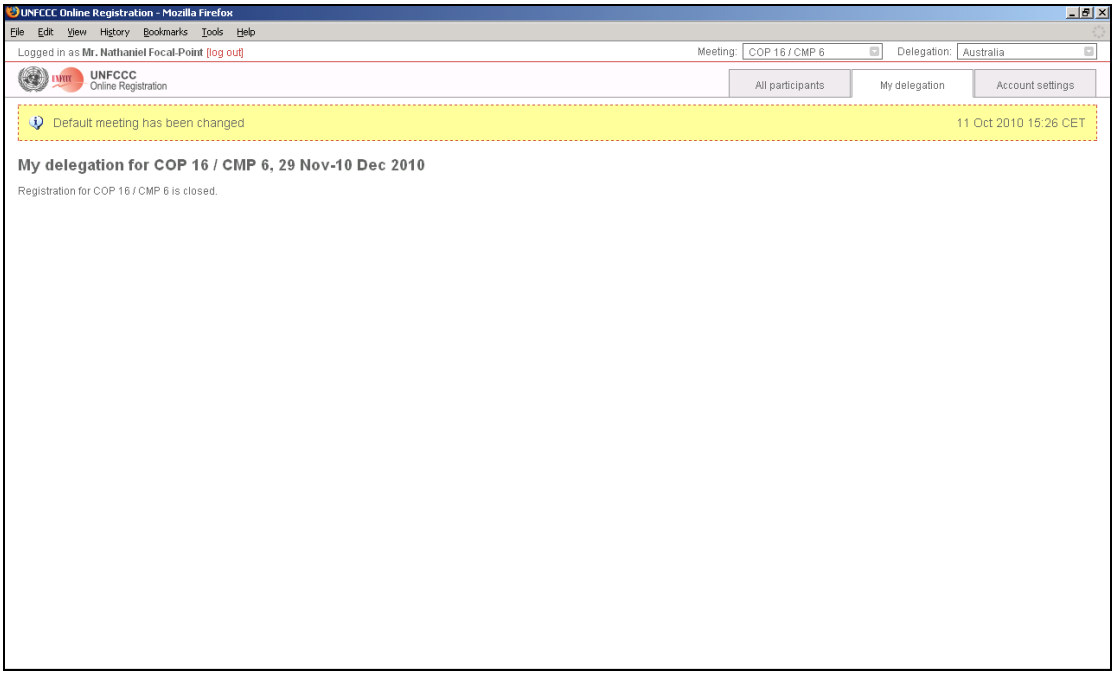


9. Choose which meeting you want to work on and click ‘Save and continue’.


UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Logged in as Mr. Nathaniel Focal-Point [log out]
Meeting: None
Delegation: Australia
Your default meeting and/or delegation are not selected
Select your meeting:
COP 16 / CMP 6
Save and continue

Your empty delegation is now displayed. Note the yellow message bar which displays information about the actions you perform using the system.

Now you are ready to begin creating your nominations!


UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Logged in as Mr. Nathaniel Focal-Point [log out]
Meeting: COP 16 / CMP 6
Delegation: Australia
UNFCCC
Online Registration
All participants
My delegation
Account settings
Default meeting has been changed
11 Oct 2010 15:26 CET
My delegation for COP 16 / CMP 6, 29 Nov-10 Dec 2010
Registration for COP 16 / CMP 6 is closed.

5.1.3 Creating a representative account

NFPs can create and delete “representative accounts” via the Account Settings tab once they have successfully logged in.

A representative account can do everything the NFP’s account can do, *except for creating other representative accounts*.

Please only create representative accounts for your trusted representatives and delete them when they are no longer required. You are responsible for your representative accounts.

When creation of a representative account is requested, an invitation email is sent to the email address specified. This invitation must be accepted by the representative within 72 hours.

5.2 Overview of the user interface

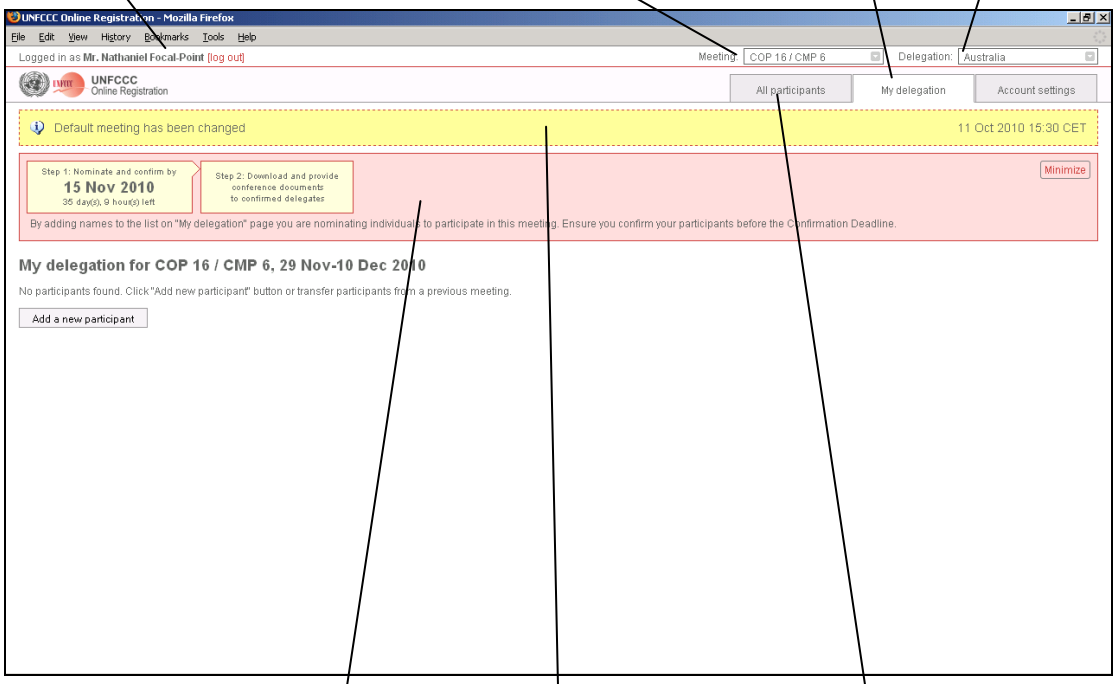
This section briefly introduces some key elements of the website by looking at its most important part, the “My delegation” tab.

The My delegation tab is used to compose your delegation for the currently selected meeting.

The meeting on which you are working

The delegation on which you are working

Log in / Log Out


UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Logged in as Mr. Nathaniel Focal-Point [log out]
Meeting: COP 16 / CMP 6
Delegation: Australia
UNFCCC
Online Registration
All participants
My delegation
Account settings
Default meeting has been changed
11 Oct 2010 15:30 CET
Step 1: Nominate and confirm by
15 Nov 2010
35 day(s), 9 hour(s) left
Step 2: Download and provide conference documents to confirmed delegates
Minimize
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.
My delegation for COP 16 / CMP 6, 29 Nov-10 Dec 2010
No participants found. Click "Add new participant" button or transfer participants from a previous meeting.
Add a new participant

Displays critical information about the nomination process for the selected meeting (e.g. deadlines). The information displayed here will change as the process progresses through steps 1 to 2. These steps match the process described in Section 3 of this manual.

Displays error, warning and information messages when you do something with the system.

Lists all of your participants from 2010 onwards. You can transfer past participants from here to compose your delegations.

5.3 Step 1 - Nominate and confirm participants by the confirmation deadline

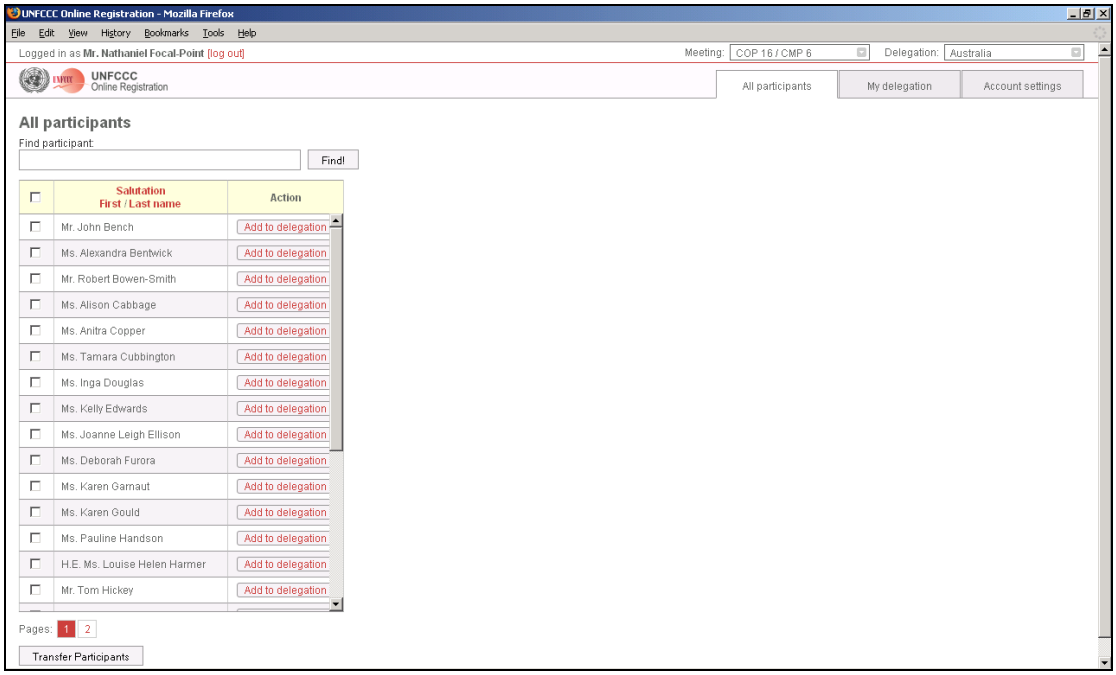
The first step in the process is to nominate your participants for a meeting. This is achieved simply by listing them in the “My delegation” tab for a meeting.

Participants can be nominated for a meeting by reusing the records of participants from past meetings (the system contains data from 2010 onwards) or by creating new participants. Always use existing participant records when possible.

5.3.1 Nominating past participants

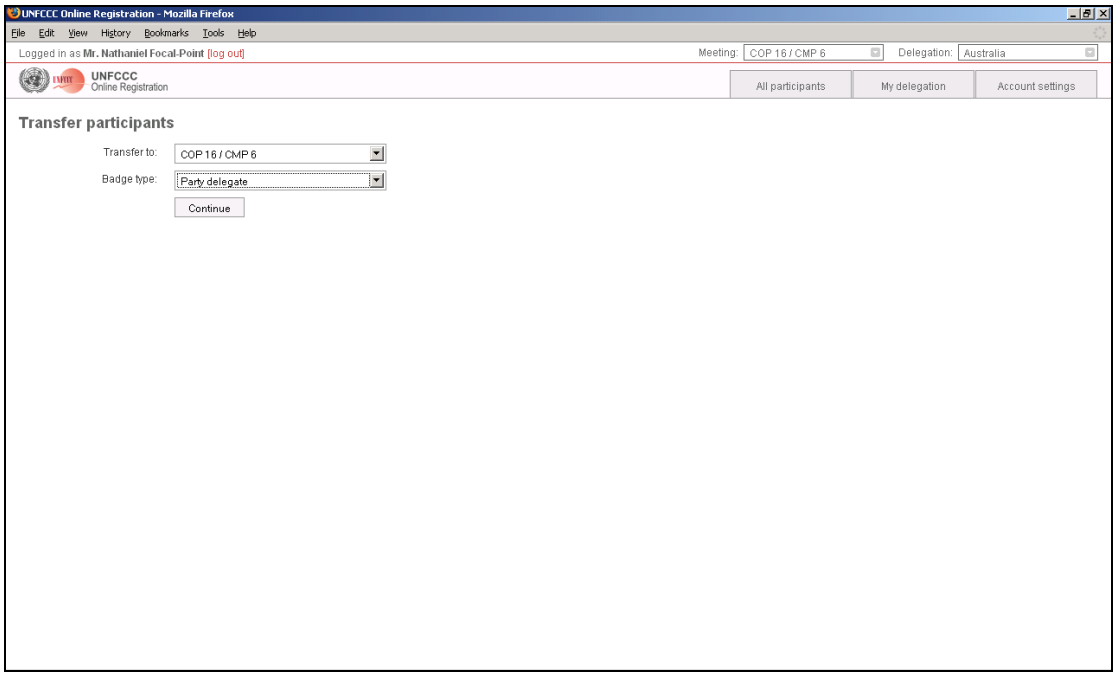
1. Select the “All Participants” tab to display all of the participants from previous meetings (from 2010 onwards).

2. Nominate individual participants for a meeting by clicking the “Add to delegation” buttons. Alternatively, more than one participant can be transferred at a time by selecting the checkboxes on the left and clicking the “Transfer Participants” button.

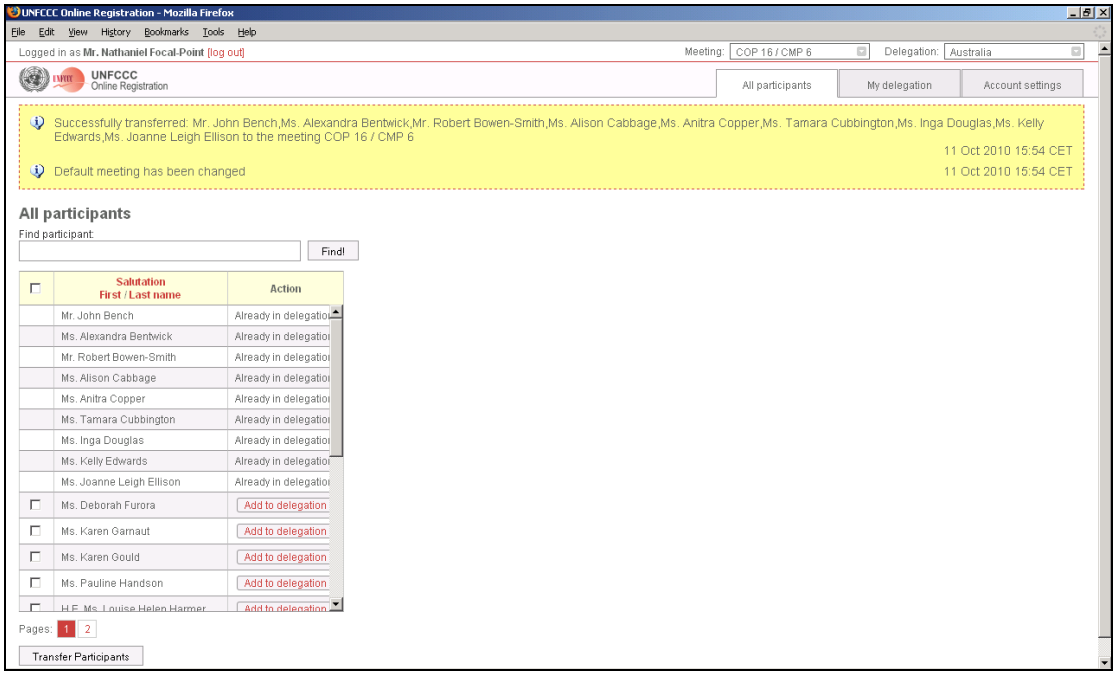


2. Select the meeting and badge type for which you wish to nominate the participant(s). You will be able to change the badge type later if required. The possible badge types are:

- Party head
- Party deputy head
- Party delegate
- Party overflow

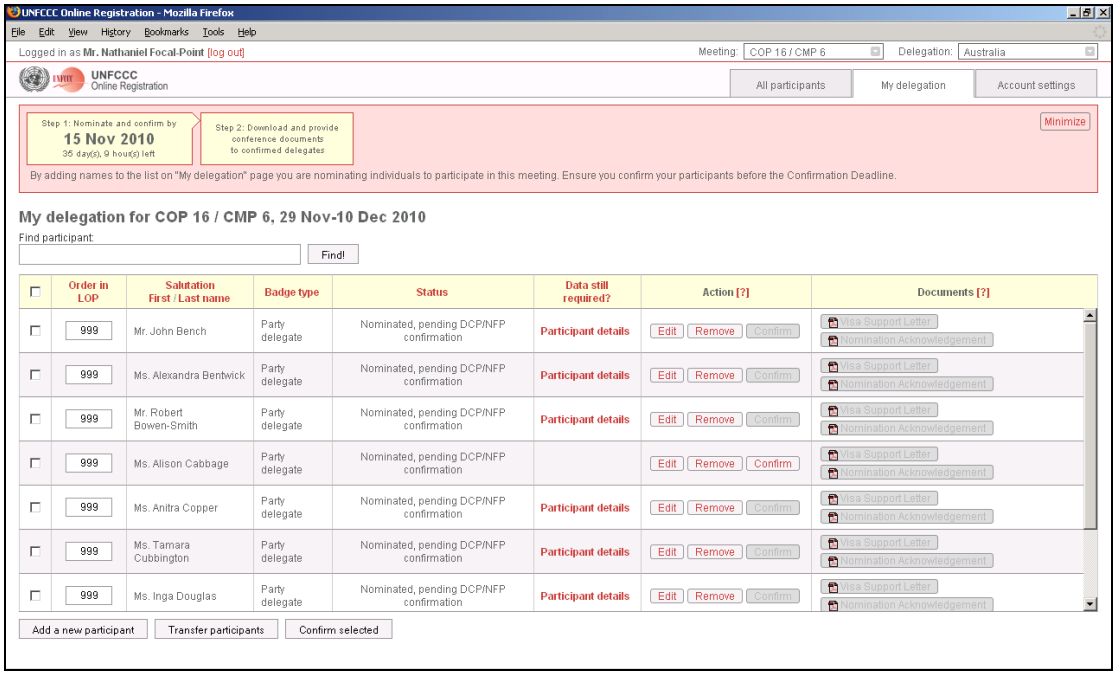

UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Logged in as Mr. Nathaniel Focal-Point [log out]
Meeting: COP 16 / CMP 6
Delegation: Australia
UNFCCC Online Registration
All participants
My delegation
Account settings
Transfer participants
Transfer to: COP 16 / CMP 6
Badge type: Party delegate
Continue

3. The results of your request are displayed in the yellow banner at the top of the screen. The "All participants" list now shows which participants are already included in your delegation.


UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Logged in as Mr. Nathaniel Focal-Point [log out]
Meeting: COP 16 / CMP 6
Delegation: Australia
UNFCCC Online Registration
All participants
My delegation
Account settings
Successfully transferred: Mr. John Bench,Ms. Alexandra Bentwick,Mr. Robert Bowen-Smith,Ms. Alison Cabbage,Ms. Anitra Copper,Ms. Tamara Cubbington,Ms. Inga Douglas,Ms. Kelly Edwards,Ms. Joanne Leigh Ellison to the meeting COP 16 / CMP 6
11 Oct 2010 15:54 CET
Default meeting has been changed
11 Oct 2010 15:54 CET
All participants
Find participant:
Find!
Salutation First / Last name
Action
Mr. John Bench
Ms. Alexandra Bentwick
Mr. Robert Bowen-Smith
Ms. Alison Cabbage
Ms. Anitra Copper
Ms. Tamara Cubbington
Ms. Inga Douglas
Ms. Kelly Edwards
Ms. Joanne Leigh Ellison
Ms. Deborah Furora
Ms. Karen Garnaut
Ms. Karen Gould
Ms. Pauline Handson
Add to delegation
Pages: 1 2
Transfer Participants

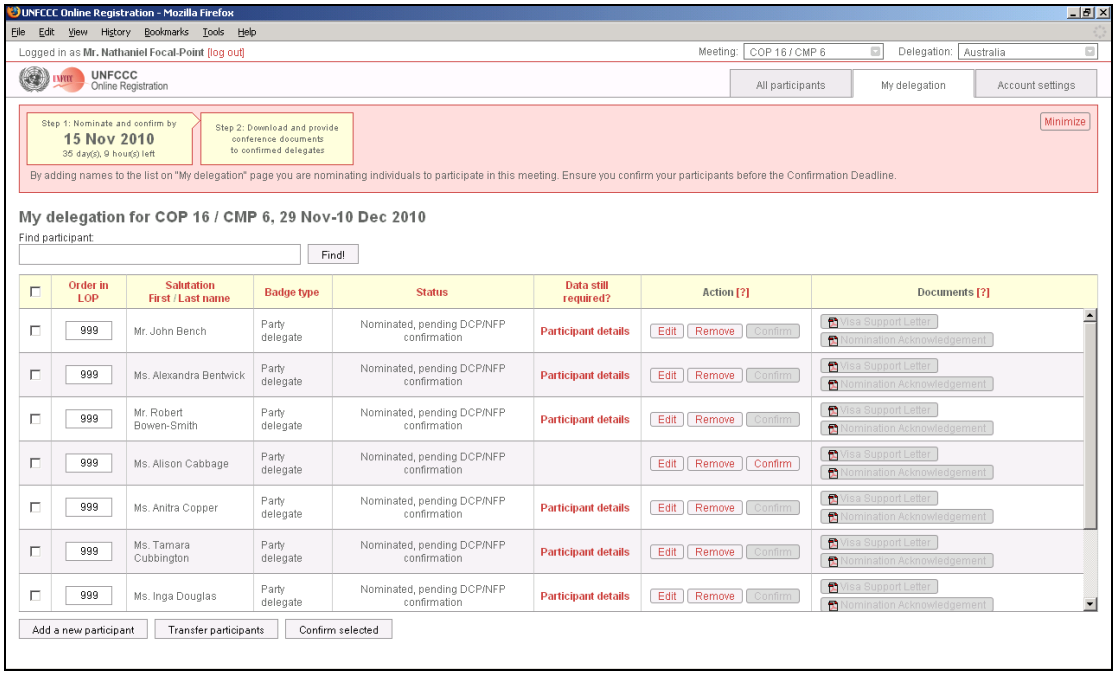
4. Click on the “My delegation” tab to view your delegation. Note that:

- The order of your participants in the LOP (List Of Participants) for your delegation will be set to 999 by default. Please update this to reflect the order in which your participants should be listed in the official list of participants that will prepared for the sessions. Participants given the same “Order in LOP” value will be listed in alphabetical order by last name.
- The red warning messages “Participant Details” indicate that more information must still be added for these participants. This will initially be the case for all past participants as some mandatory information such as nationality, date of birth and identification document number will be collected for the first time by the new system.


UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Logged in as Mr. Nathaniel Focal-Point [log out]
Meeting: COP 16 / CMP 6
Delegation: Australia
UNFCCC Online Registration
All participants
My delegation
Account settings
Step 1: Nominate and confirm by
15 Nov 2010
35 day(s), 9 hour(s) left
Step 2: Download and provide conference documents to confirmed delegates
Minimize
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.
My delegation for COP 16 / CMP 6, 29 Nov-10 Dec 2010
Find participant:
Find!
Order in LOP
Salutation First / Last name
Badge type
Status
Data still required?
Action [?]
Documents [?]
999 Mr. John Bench Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Alexandra Bentwick Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Mr. Robert Bowen-Smith Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Alison Cabbage Party delegate Nominated, pending DCP/NFP confirmation Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Anitra Copper Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Tamara Cubbington Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Inga Douglas Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
Add a new participant
Transfer participants
Confirm selected

5.3.2 Nominating completely new participants

1. Click on the ‘Add New participant’ button at the bottom of the “My delegation” tab.


UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Logged in as Mr. Nathaniel Focal-Point [log out]
Meeting: COP 16 / CMP 6
Delegation: Australia
UNFCCC Online Registration
All participants
My delegation
Account settings
Step 1: Nominate and confirm by
15 Nov 2010
35 day(s), 9 hour(s) left
Step 2: Download and provide conference documents to confirmed delegates
Minimize
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.
My delegation for COP 16 / CMP 6, 29 Nov-10 Dec 2010
Find participant:
Find!
Order in LOP
Salutation First / Last name
Badge type
Status
Data still required?
Action [?]
Documents [?]
999 Mr. John Bench Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Alexandra Bentwick Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Mr. Robert Bowen-Smith Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Alison Cabbage Party delegate Nominated, pending DCP/NFP confirmation Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Anitra Copper Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Tamara Cubbington Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Inga Douglas Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
Add a new participant
Transfer participants
Confirm selected

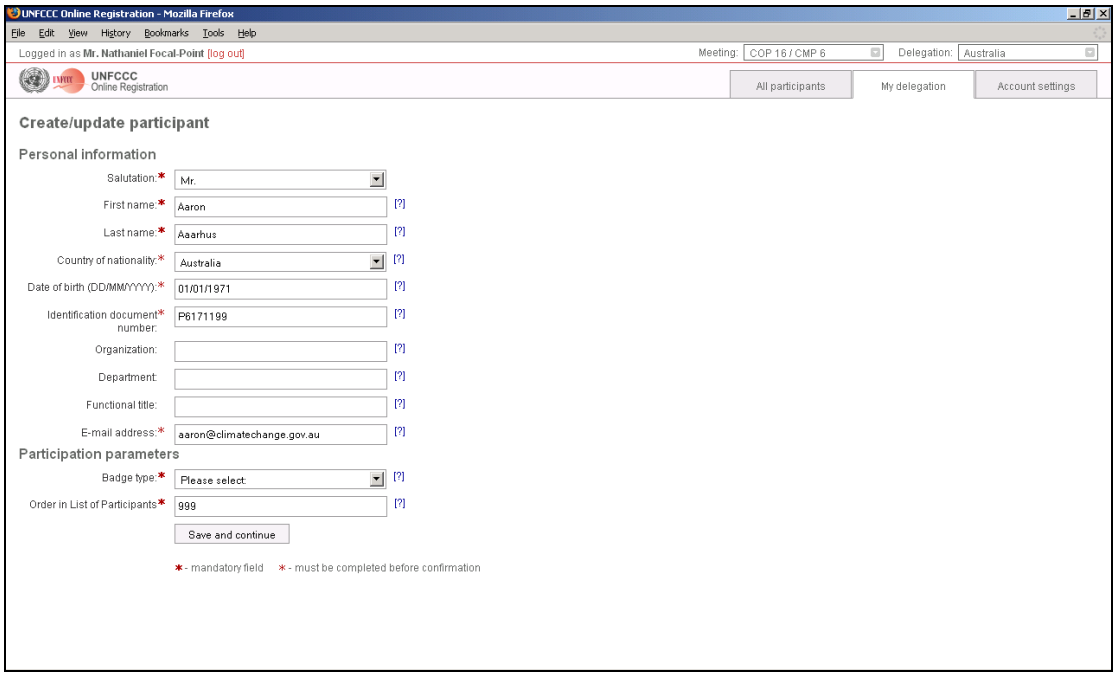
2. Enter the participant's personal details. Note that only the salutation, first name and last name are mandatory when you initially nominate the participant, however the rest of the details must be provided before the participant can be confirmed. If you are unsure what to put in a field, you can see some help information by pointing your mouse at the [?] symbol.

Please enter all information in mixed case, e.g. "John Smith", not "JOHN SMITH" or "john smith".

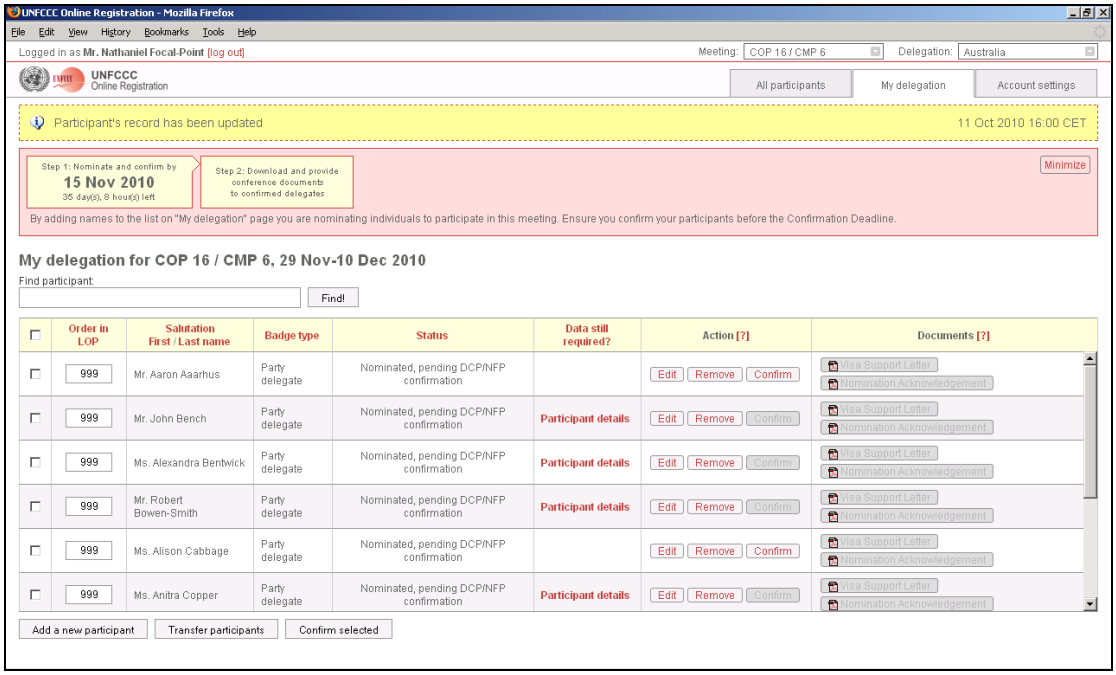
Note that (except for case) the personal details added for the participant must exactly match the official identification document the participant will present upon arrival at the sessions.

For the participant's home organization, department and functional title please enter the full official names/titles in English, French or Spanish. Please do not mix different languages and do not use acronyms or abbreviations.

When you are done, click the "Save and Continue" button at the bottom of the screen



3. The “My delegation” tab is re-displayed, with the new participant nominated.


UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Logged in as Mr. Nathaniel Focal-Point [log out]
Meeting: COP 16 / CMP 6
Delegation: Australia
UNFCCC Online Registration
All participants
My delegation
Account settings
Participant's record has been updated
11 Oct 2010 16:00 CET
Step 1: Nominate and confirm by
15 Nov 2010
35 day(s), 8 hour(s) left
Step 2: Download and provide conference documents to confirmed delegates
Minimize
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.
My delegation for COP 16 / CMP 6, 29 Nov-10 Dec 2010
Find participant:
Find!
Order in LOP
Salutation First / Last name
Badge type
Status
Data still required?
Action [?]
Documents [?]
999 Mr. Aaron Aarhus Party delegate Nominated, pending DCP/NFP confirmation Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Mr. John Bench Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Alexandra Bentwick Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Mr. Robert Bowen-Smith Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Alison Cabbage Party delegate Nominated, pending DCP/NFP confirmation Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Anitra Copper Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
Add a new participant
Transfer participants
Confirm selected

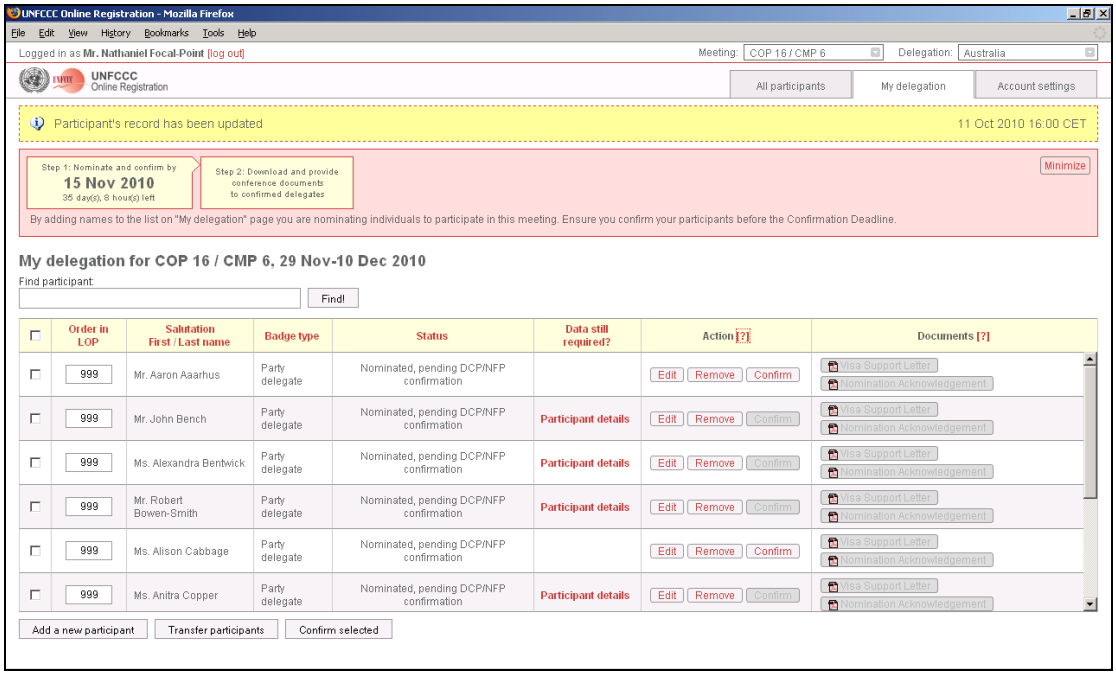
5.3.3 Editing participant personal details

The personal details for each participant can be edited by clicking on the “Edit” button in the “Action” column on the “My delegation” tab. You may need to do this to complete or correct a participant’s personal details as you collect the information required.

If some details have not been completed, a red warning message “Participant Details” will be displayed in the “Data still required” column.

5.3.4 Removing participants from a delegation

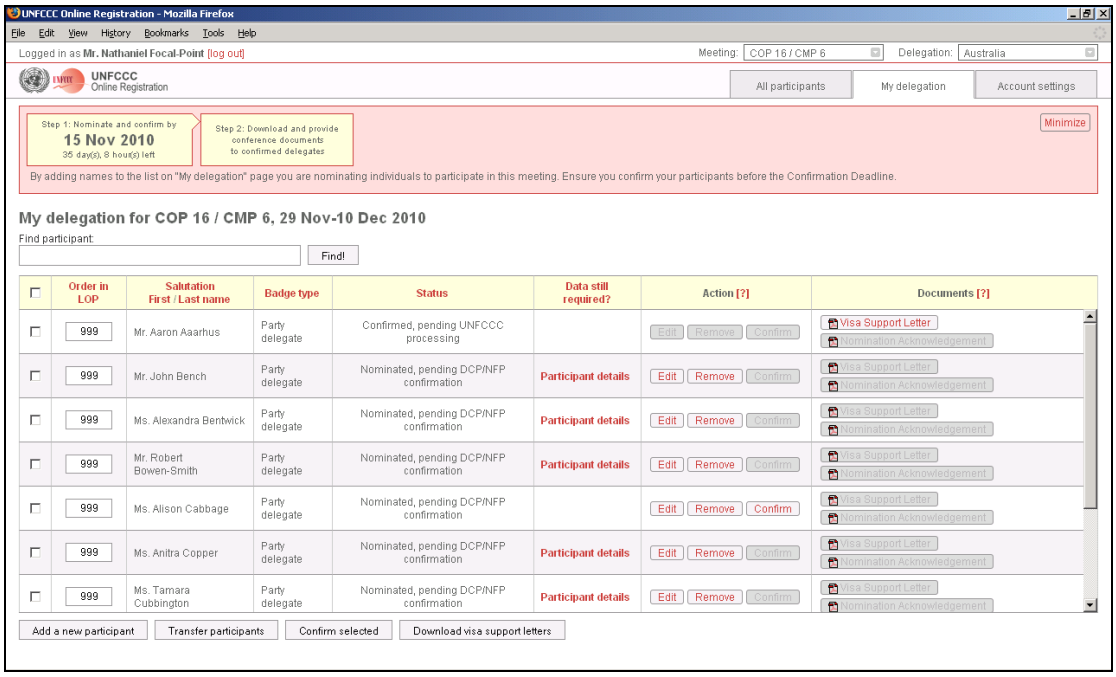
Unconfirmed participants can be removed from your delegation by clicking on the “Remove” button in the “Action” column on the “My delegation” tab.


UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Logged in as Mr. Nathaniel Focal-Point [log out]
Meeting: COP 16 / CMP 6
Delegation: Australia
UNFCCC Online Registration
All participants
My delegation
Account settings
Participant's record has been updated
11 Oct 2010 16:00 CET
Step 1: Nominate and confirm by
15 Nov 2010
35 day(s), 8 hour(s) left
Step 2: Download and provide conference documents to confirmed delegates
Minimize
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.
My delegation for COP 16 / CMP 6, 29 Nov-10 Dec 2010
Find participant:
Find!
Order in LOP
Salutation First / Last name
Badge type
Status
Data still required?
Action [?]
Documents [?]
999 Mr. Aaron Aaarhus Party delegate Nominated, pending DCP/NFP confirmation Edit Remove Confirm
999 Mr. John Bench Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm
999 Ms. Alexandra Bentwick Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm
999 Mr. Robert Bowen-Smith Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm
999 Ms. Alison Cabbage Party delegate Nominated, pending DCP/NFP confirmation Edit Remove Confirm
999 Ms. Anitra Copper Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm
Visa Support Letter
Nomination Acknowledgement
Add a new participant
Transfer participants
Confirm selected

5.3.5 Downloading visa support letters

A visa support letter can only be downloaded for a participant once all of the participant's details have been entered into the system, including the participant's date of birth and identification document number. If the details are incomplete the "Visa Support Letter" button will be disabled.

More than one visa support letter can be downloaded at one time by selecting multiple participants using the checkboxes on the left of the screen, and clicking the "Download Visa Support Letters" button at the bottom of the screen.


UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Logged in as Mr. Nathaniel Focal-Point [log out]
Meeting: COP 16 / CMP 6
Delegation: Australia
UNFCCC Online Registration
All participants
My delegation
Account settings
Step 1: Nominate and confirm by 15 Nov 2010 35 day(s), 8 hour(s) left
Step 2: Download and provide conference documents to confirmed delegates
Minimize
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.
My delegation for COP 16 / CMP 6, 29 Nov-10 Dec 2010
Find participant:
Find!
Order in LOP
Salutation First / Last name
Badge type
Status
Data still required?
Action [?]
Documents [?]
999 Mr. Aaron Aarhus Party delegate Confirmed, pending UNFCCC processing Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Mr. John Bench Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Alexandra Bentwick Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Mr. Robert Bowen-Smith Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Alison Cabbage Party delegate Nominated, pending DCP/NFP confirmation Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Anitra Copper Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Tamara Cubbington Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
Add a new participant
Transfer participants
Confirm selected
Download visa support letters

5.3.6 Replacing participants prior to confirmation

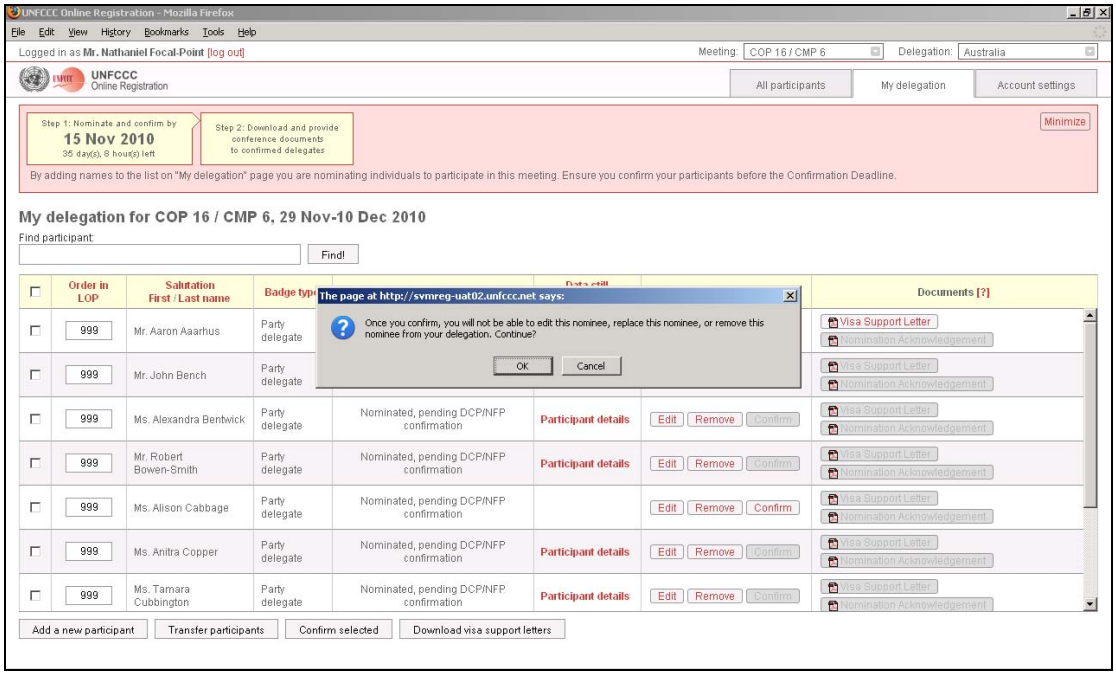
Until such time as you confirm a participant or the confirmation deadline passes, as noted above it is possible to edit the personal details of a participant (section 5.3.3) or even remove the participant from your delegation completely (section 5.3.4).

If you need to replace a participant completely, you may remove that participant from your delegation and add a new participant, either by transferring an existing participant from the "All Participants" tab or by creating a completely new participant.

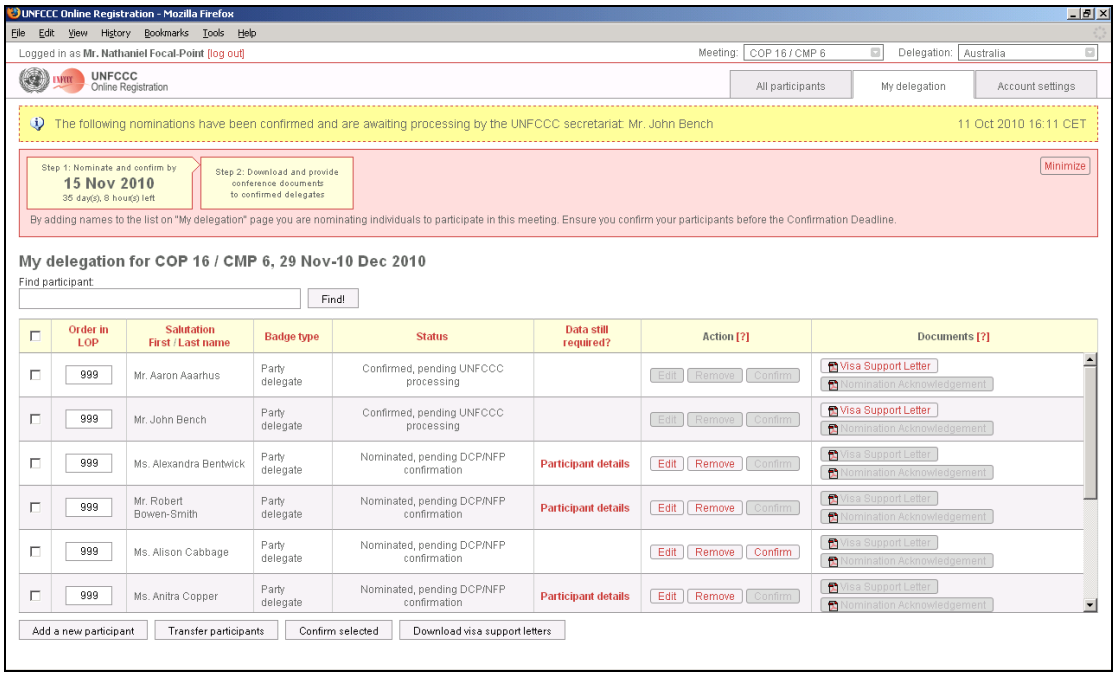
Please remember that once you confirm a participant, further editing or replacement will NOT be possible using the online system. Always ensure that all of the details are correct before confirming. If further changes to a participant are required after it has been confirmed please contact UNFCCC.

5.3.7 Confirming participants

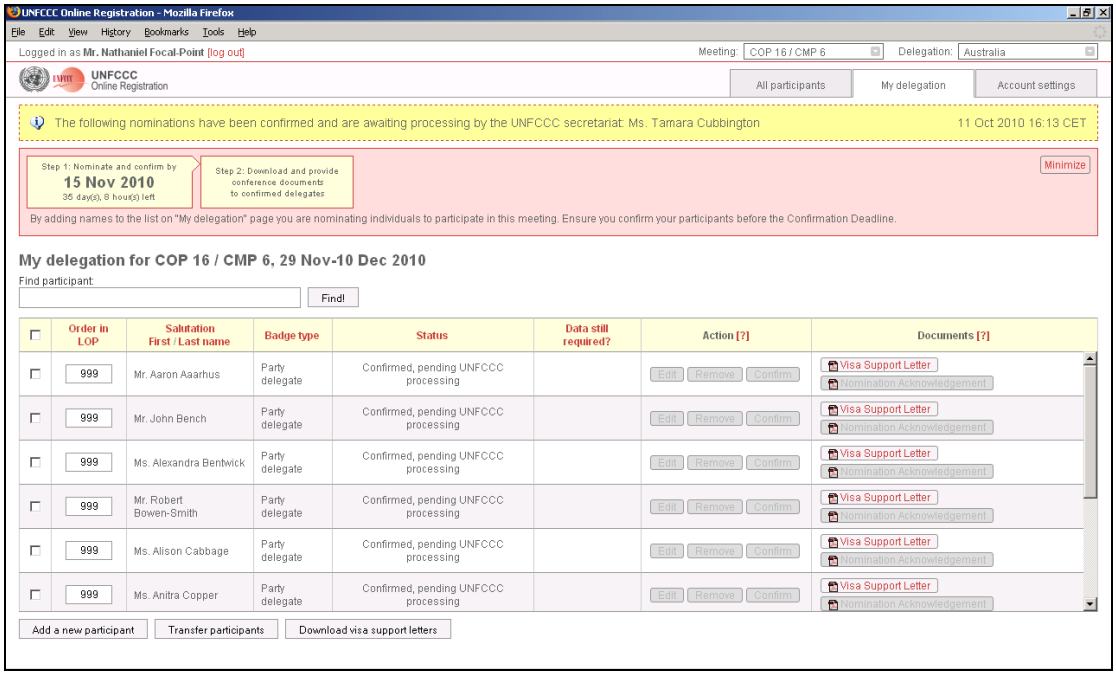
1. To confirm a participant's attendance, simply click the "Confirm" button for that participant.


UNFCCC Online Registration - Mozilla Firefox
Logged in as Mr. Nathaniel Focal-Point [log out]
Meeting: COP 16 / CMP 6
Delegation: Australia
UNFCCC Online Registration
All participants
My delegation
Account settings
Step 1: Nominate and confirm by 15 Nov 2010 35 day(s), 8 hour(s) left
Step 2: Download and provide conference documents to confirmed delegates
Minimize
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.
My delegation for COP 16 / CMP 6, 29 Nov-10 Dec 2010
Find participant:
Find!
Order in LOP
Salutation First / Last name
Badge type
Status
Data still required?
Action [?]
Documents [?]
The page at http://svmreg-uat02.unfccc.net says:
Once you confirm, you will not be able to edit this nominee, replace this nominee, or remove this nominee from your delegation. Continue?
OK
Cancel
999 Mr. Aaron Aaarhus Party delegate
999 Mr. John Bench Party delegate
999 Ms. Alexandra Bentwick Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm
999 Mr. Robert Bowen-Smith Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm
999 Ms. Alison Cabbage Party delegate Nominated, pending DCP/NFP confirmation Edit Remove Confirm
999 Ms. Anitra Copper Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm
999 Ms. Tamara Cubbington Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm
Visa Support Letter
Nomination Acknowledgement
Add a new participant
Transfer participants
Confirm selected
Download visa support letters

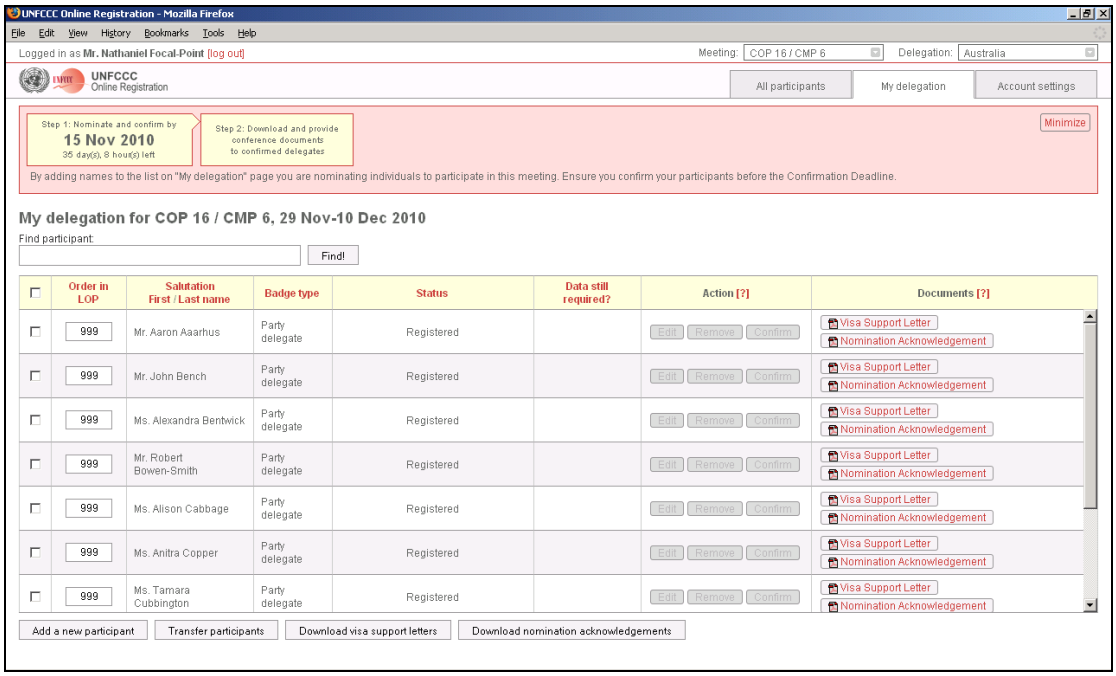
2. After confirmation the participant cannot be edited or removed from your delegation. The status column indicates that the participant has been confirmed and is pending UNFCCC processing. Processing will often be automatic and the status will change to "Registered" in the following hours, however in some cases manual processing will need to be performed by UNFCCC.


UNFCCC Online Registration - Mozilla Firefox
Logged in as Mr. Nathaniel Focal-Point [log out]
Meeting: COP 16 / CMP 6
Delegation: Australia
UNFCCC Online Registration
All participants
My delegation
Account settings
The following nominations have been confirmed and are awaiting processing by the UNFCCC secretariat: Mr. John Bench
11 Oct 2010 16:11 CET
Step 1: Nominate and confirm by 15 Nov 2010 35 day(s), 8 hour(s) left
Step 2: Download and provide conference documents to confirmed delegates
Minimize
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.
My delegation for COP 16 / CMP 6, 29 Nov-10 Dec 2010
Find participant:
Find!
Order in LOP
Salutation First / Last name
Badge type
Status
Data still required?
Action [?]
Documents [?]
999 Mr. Aaron Aaarhus Party delegate Confirmed, pending UNFCCC processing
999 Mr. John Bench Party delegate Confirmed, pending UNFCCC processing
999 Ms. Alexandra Bentwick Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm
999 Mr. Robert Bowen-Smith Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm
999 Ms. Alison Cabbage Party delegate Nominated, pending DCP/NFP confirmation Edit Remove Confirm
999 Ms. Anitra Copper Party delegate Nominated, pending DCP/NFP confirmation Participant details Edit Remove Confirm
Visa Support Letter
Nomination Acknowledgement
Add a new participant
Transfer participants
Confirm selected
Download visa support letters

3. In the screenshot below some more of the participants have been confirmed. They are all pending UNFCCC processing.


UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Logged in as Mr. Nathaniel Focal-Point [log out]
Meeting: COP 16 / CMP 6
Delegation: Australia
UNFCCC Online Registration
All participants
My delegation
Account settings
The following nominations have been confirmed and are awaiting processing by the UNFCCC secretariat: Ms. Tamara Cubbington
11 Oct 2010 16:13 CET
Step 1: Nominate and confirm by
15 Nov 2010
35 day(s), 8 hour(s) left
Step 2: Download and provide conference documents to confirmed delegates
Minimize
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.
My delegation for COP 16 / CMP 6, 29 Nov-10 Dec 2010
Find participant:
Find!
Order in LOP
Salutation First / Last name
Badge type
Status
Data still required?
Action [?]
Documents [?]
999 Mr. Aaron Aaarhus Party delegate Confirmed, pending UNFCCC processing Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Mr. John Bench Party delegate Confirmed, pending UNFCCC processing Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Alexandra Bentwick Party delegate Confirmed, pending UNFCCC processing Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Mr. Robert Bowen-Smith Party delegate Confirmed, pending UNFCCC processing Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Alison Cabbage Party delegate Confirmed, pending UNFCCC processing Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Anitra Copper Party delegate Confirmed, pending UNFCCC processing Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
Add a new participant
Transfer participants
Download visa support letters

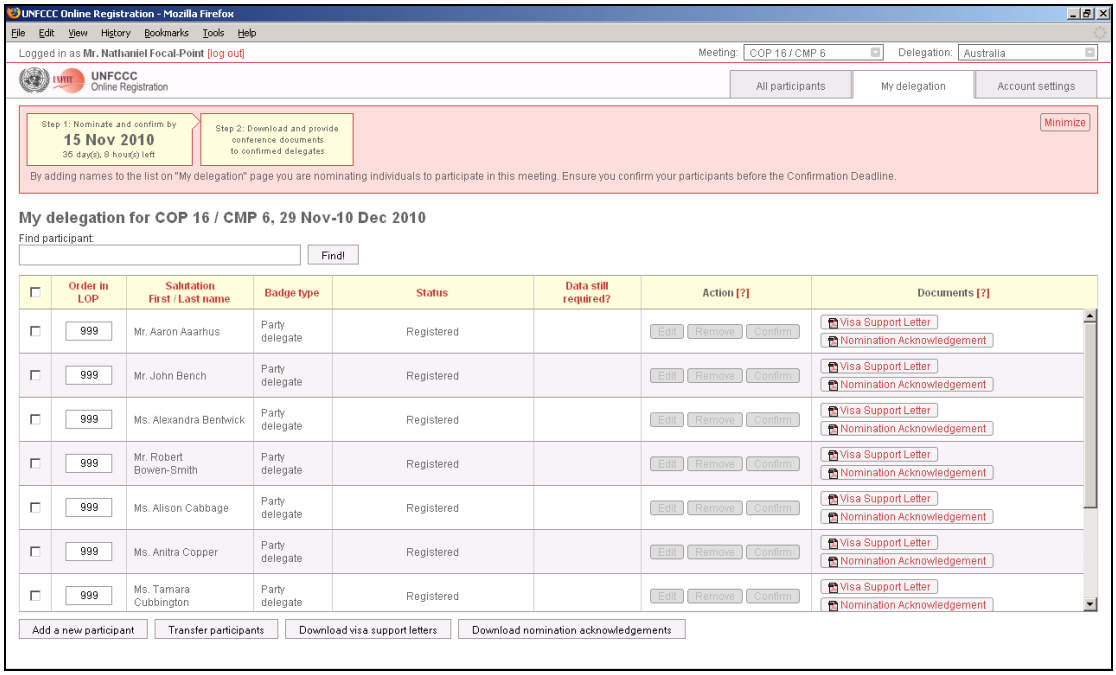
4. Once UNFCCC processing has been completed, the “Status” column will normally change to “Registered” and the “Nomination Acknowledgement” button will be enabled. Almost there!


UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Logged in as Mr. Nathaniel Focal-Point [log out]
Meeting: COP 16 / CMP 6
Delegation: Australia
UNFCCC Online Registration
All participants
My delegation
Account settings
Step 1: Nominate and confirm by
15 Nov 2010
35 day(s), 8 hour(s) left
Step 2: Download and provide conference documents to confirmed delegates
Minimize
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.
My delegation for COP 16 / CMP 6, 29 Nov-10 Dec 2010
Find participant:
Find!
Order in LOP
Salutation First / Last name
Badge type
Status
Data still required?
Action [?]
Documents [?]
999 Mr. Aaron Aaarhus Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Mr. John Bench Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Alexandra Bentwick Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Mr. Robert Bowen-Smith Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Alison Cabbage Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Anitra Copper Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Tamara Cubbington Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
Add a new participant
Transfer participants
Download visa support letters
Download nomination acknowledgements

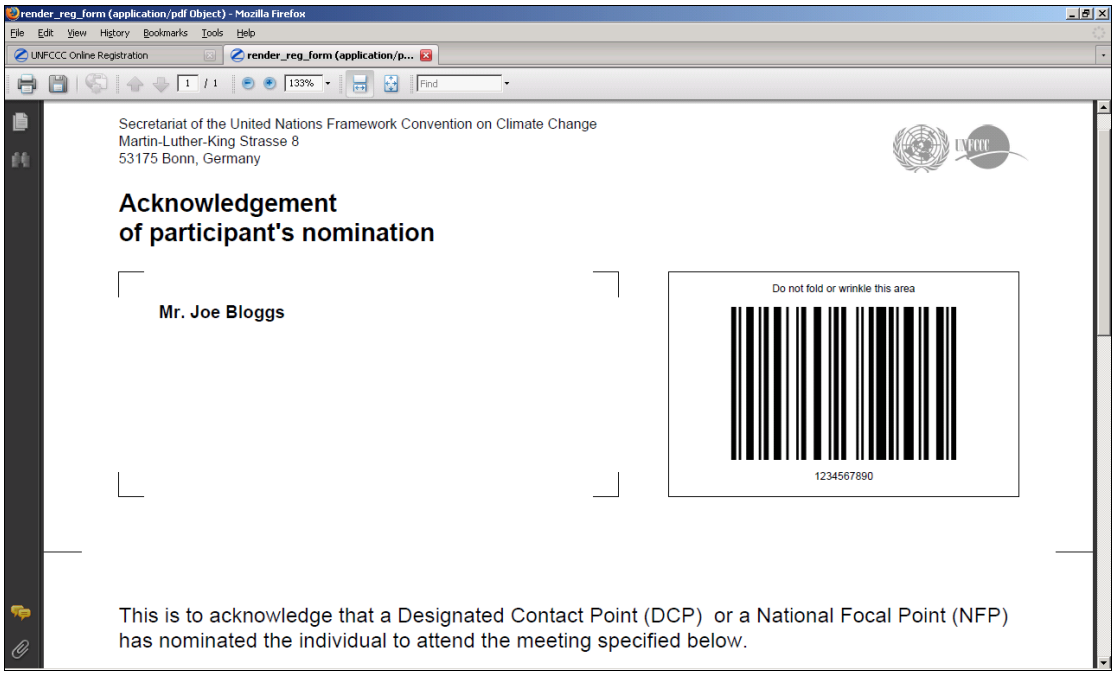
5.4 Step 2 - Download nomination acknowledgement documents

1. Click on the “Nomination Acknowledgement” button to download the “Acknowledgement of Nomination” document for a registered participant.

More than one acknowledgement of nomination document can be downloaded at one time by selecting multiple participants using the checkboxes on the left of the screen, and clicking the “Download Nomination Acknowledgements” button at the bottom of the screen.


UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Logged in as Mr. Nathaniel Focal-Point [log out]
Meeting: COP 16 / CMP 6
Delegation: Australia
UNFCCC Online Registration
All participants
My delegation
Account settings
Step 1: Nominate and confirm by
15 Nov 2010
35 day(s), 8 hour(s) left
Step 2: Download and provide conference documents to confirmed delegates
Minimize
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.
My delegation for COP 16 / CMP 6, 29 Nov-10 Dec 2010
Find participant:
Find!
Order in LOP
Salutation First / Last name
Badge type
Status
Data still required?
Action [?]
Documents [?]
999 Mr. Aaron Aarhus Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Mr. John Bench Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Alexandra Bentwick Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Mr. Robert Bowen-Smith Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Alison Cabbage Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Anitra Copper Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Tamara Cubbington Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
Add a new participant
Transfer participants
Download visa support letters
Download nomination acknowledgements

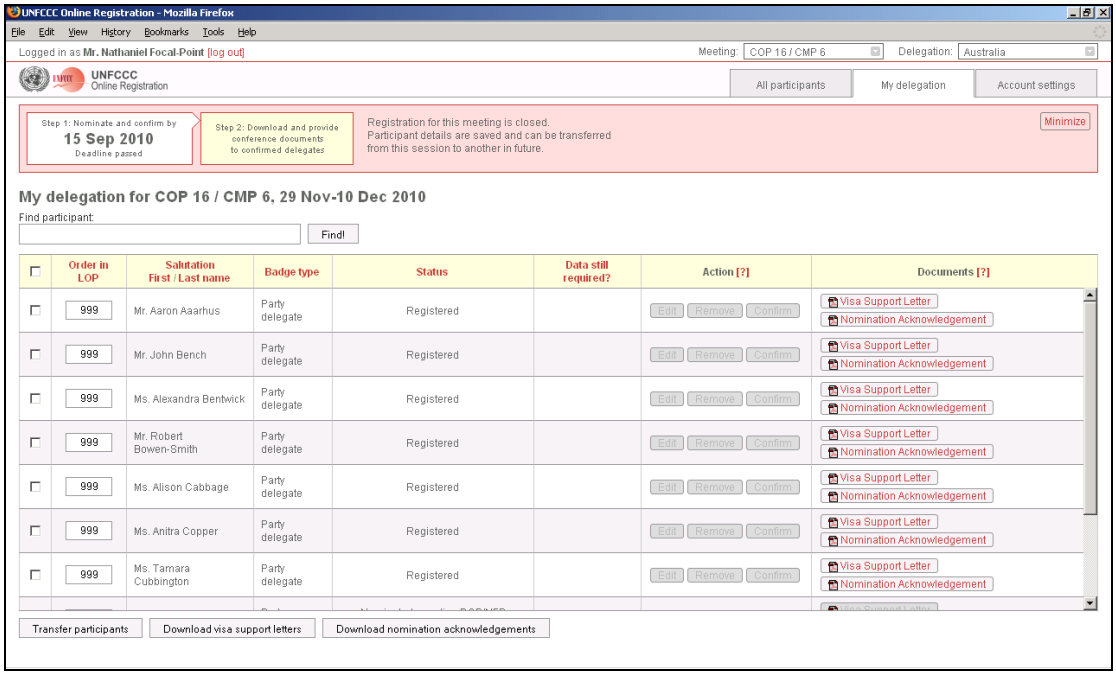
2. It is the responsibility of the NFP to download these documents and provide them to the participants themselves. Each participant should bring this document along with their official identification document when they collect their badge at the sessions.


render_reg_form (application/pdf Object) - Mozilla Firefox
File Edit View History Bookmarks Tools Help
UNFCCC Online Registration
render_reg_form (application/p...
Secretariat of the United Nations Framework Convention on Climate Change
Martin-Luther-King Strasse 8
53175 Bonn, Germany
Acknowledgement
of participant's nomination
Mr. Joe Bloggs
Do not fold or wrinkle this area
1234567890
This is to acknowledge that a Designated Contact Point (DCP) or a National Focal Point (NFP) has nominated the individual to attend the meeting specified below.

5.4.1 After the confirmation deadline has passed

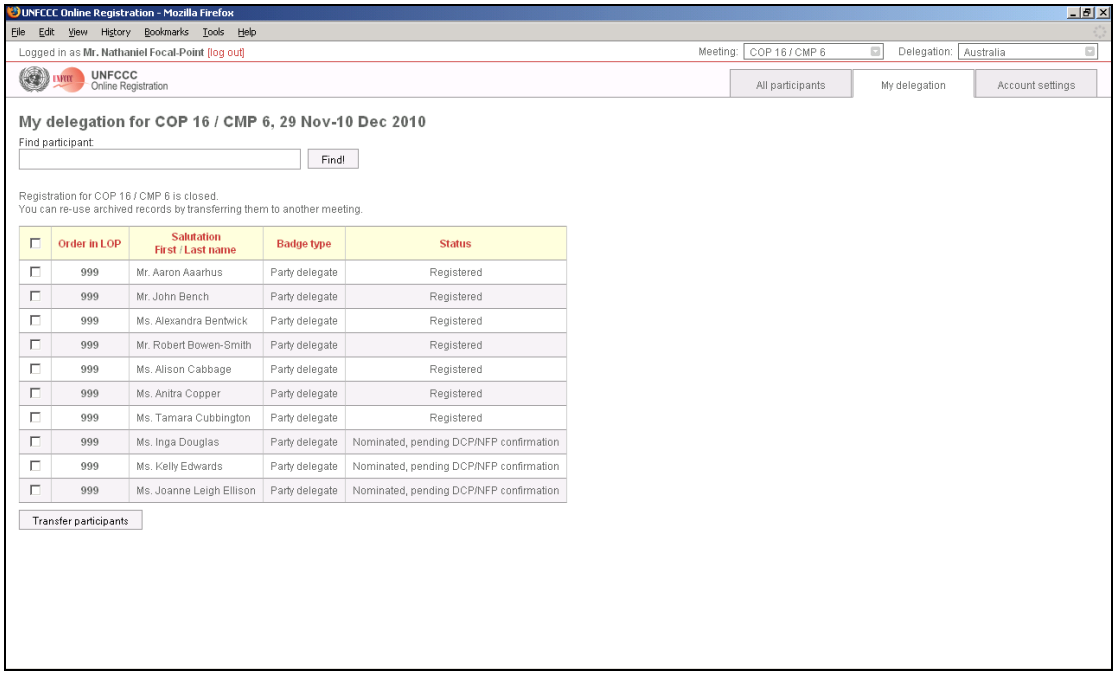
Once the confirmation deadline has passed it is no longer possible to confirm participants using the online system, although it is still possible to download documents for registered participants.

Confirmed participants will not be able to participate until they have been processed by UNFCCC and their status has become “Registered”. There may be delays processing participants who are confirmed immediately before the confirmation deadline, due to the volume of processing UNFCCC will be required to perform. It is therefore recommended that you confirm earlier when this is possible.


UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Logged in as Mr. Nathaniel Focal-Point [log out]
Meeting: COP 16 / CMP 6
Delegation: Australia
UNFCCC Online Registration
All participants
My delegation
Account settings
Step 1: Nominate and confirm by
15 Sep 2010
Deadline passed
Step 2: Download and provide conference documents to confirmed delegates
Registration for this meeting is closed.
Participant details are saved and can be transferred from this session to another in future.
Minimize
My delegation for COP 16 / CMP 6, 29 Nov-10 Dec 2010
Find participant:
Find!
Order in LOP
Salutation First / Last name
Badge type
Status
Data still required?
Action [?]
Documents [?]
999 Mr. Aaron Aaarhus Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Mr. John Bench Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Alexandra Bentwick Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Mr. Robert Bowen-Smith Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Alison Cabbage Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Anitra Copper Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
999 Ms. Tamara Cubbington Party delegate Registered Edit Remove Confirm Visa Support Letter Nomination Acknowledgement
Transfer participants
Download visa support letters
Download nomination acknowledgements

5.4.2 After the sessions have ended

After the sessions have ended, you can view the final status of your nominated participants. The participants are saved and can be reused in future by transferring them to a future meeting.


UNFCCC Online Registration - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Logged in as Mr. Nathaniel Focal-Point [log out]
Meeting: COP 16 / CMP 6
Delegation: Australia
UNFCCC Online Registration
All participants
My delegation
Account settings
My delegation for COP 16 / CMP 6, 29 Nov-10 Dec 2010
Find participant:
Find!
Registration for COP 16 / CMP 6 is closed.
You can re-use archived records by transferring them to another meeting.
Order in LOP
Salutation First / Last name
Badge type
Status
999 Mr. Aaron Aaarhus Party delegate Registered
999 Mr. John Bench Party delegate Registered
999 Ms. Alexandra Bentwick Party delegate Registered
999 Mr. Robert Bowen-Smith Party delegate Registered
999 Ms. Alison Cabbage Party delegate Registered
999 Ms. Anitra Copper Party delegate Registered
999 Ms. Tamara Cubbington Party delegate Registered
999 Ms. Inga Douglas Party delegate Nominated, pending DCP/NFP confirmation
999 Ms. Kelly Edwards Party delegate Nominated, pending DCP/NFP confirmation
999 Ms. Joanne Leigh Ellison Party delegate Nominated, pending DCP/NFP confirmation
Transfer participants

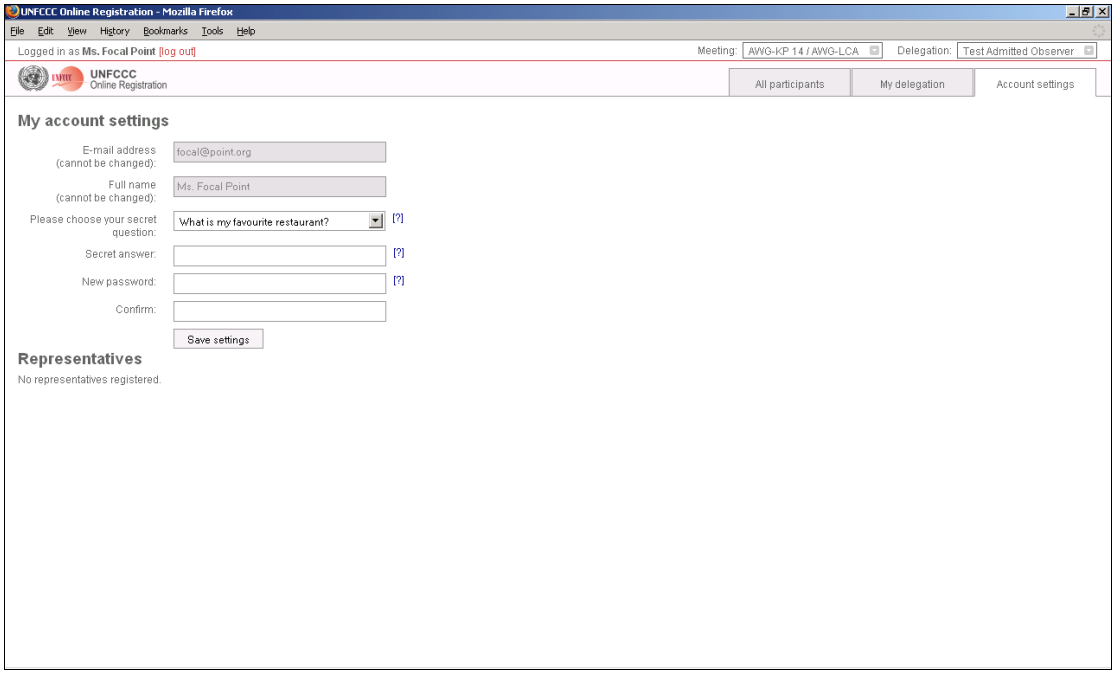
5.5 Miscellaneous features

5.5.1 Changing your password

Please change your password as soon as possible after you log in for the first time and after requesting a password reset. This can be done from the account settings tab, simply update the fields “New Password” and “Confirm” and click “Save Settings”.

Your new password should be at least 8 characters long and contain at least one digit and one special character (for example ! , ~ ? .)

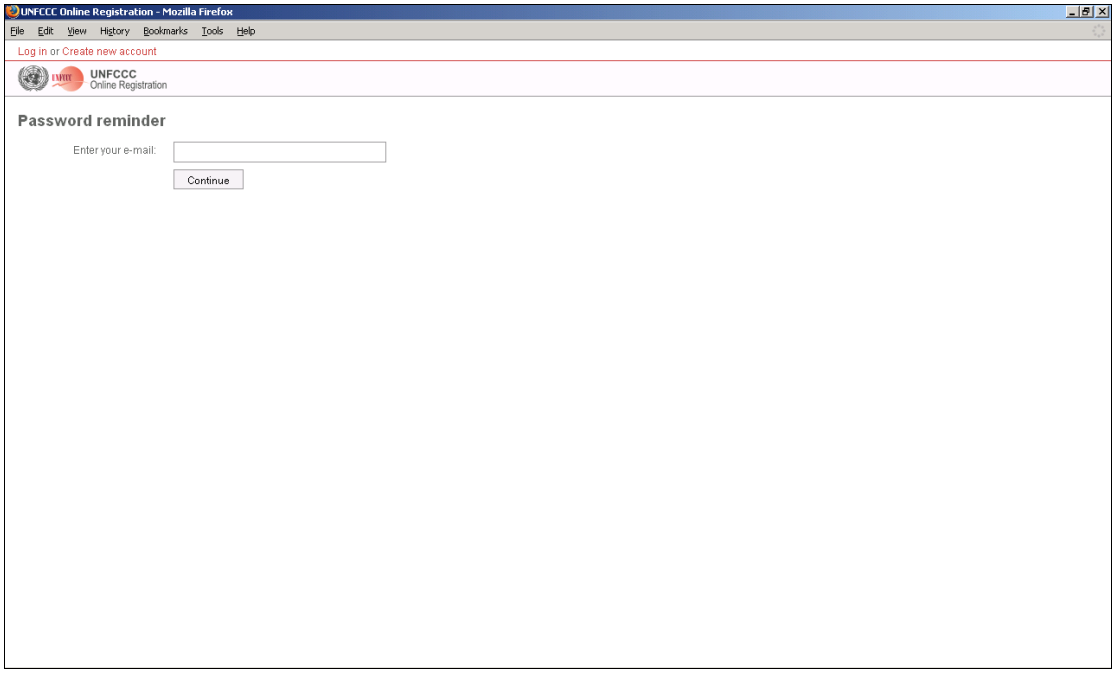
This password will be used each time you receive notification to nominate participants. You will not need to create a new login for each session.



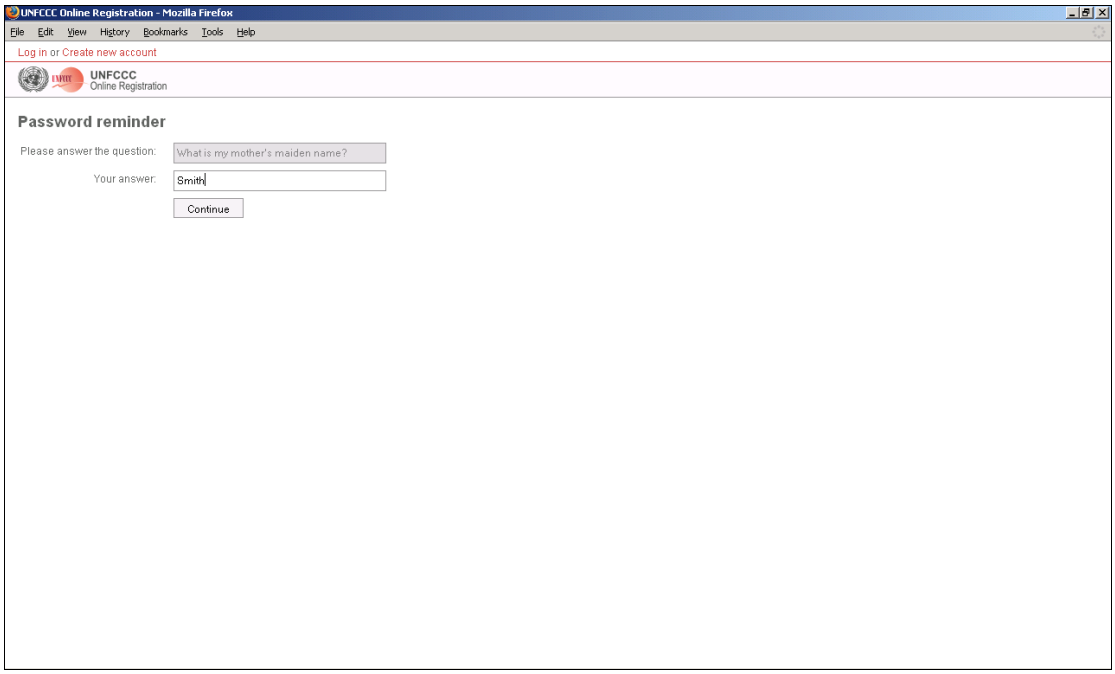
5.5.2 Resetting your password / requesting your login credentials

If you forget your password you can request a password reminder from the log in screen.

1. Enter your e-mail address and click “Continue”.



2. Enter the answer to your secret question and click “Continue”. You will receive an email containing a new temporary password. Please log in and change your password as soon as you receive this email.



6 Security

To ensure the security of your data please observe the following guidelines:

- When you request access to the system for the first time or reset your password you will be sent an email containing a temporary password. Always log in to the system and change this password immediately.
- If you choose to record your password somehow, please secure the record appropriately.
- Do not share logins and passwords. The system allows you to create an account for your representative, please do so.
- Please only create a representative account for a person you trust to represent you, and delete the account when it is no longer required. You are responsible for the actions of your representative.
- Only log in using the official UNFCCC Online Registration System web address, which always begins with “https://onlinereg.unfccc.int/”. In particular, do not log in using web addresses provided in other websites, emails or other messages you may receive (so called “phishing”attacks).
- Never tell your password to someone else, including someone claiming to be with the UNFCCC secretariat. UNFCCC will never ask for your password.
- Always log out of the system when you are finished.
- For your security, the System will automatically log you out after 20 minutes of inactivity.
- For your security, the System will automatically log you out every 60 minutes even if your session is still active.

7 Service desk

The UNFCCC secretariat's service desk will assist you if you have problems using the Online Registration System.

Please email all questions, problems and requests to **onlinereg@unfccc.int**

The service desk's hours of business are:

9am - 5pm (Central European Time)
Monday-Friday, excluding UNFCCC public holidays

The service desk will seek to provide an initial response to your request within 1 working day and in most cases to resolve your issue within 3 working days.